



The Society of Earth Sciences, DES, HKU

Year 2013

Annual General Meeting Booklet

Date: 2nd February, 2013

Time: 14:30-20:00

**Venue: Room 104, James Hsioung Lee Science
Building**

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Terminology

In this booklet,

- a) “The Society” shall mean The Society of Earth Sciences, Department of Earth Sciences, The University of Hong Kong;
- b) “The Department” shall mean the Department of Earth Sciences, The University of Hong Kong;
- c) “Member” shall mean a Full Member, an Associate Member, or an Honorary Member of the Society;
- d) “Executive Committee” shall mean the Executive Committee of the Society;
- e) “The University” shall mean The University of Hong Kong.

Results of the Annual Election of The Society of Earth Sciences, DES, HKU

Date and Time of the Election: 10:00 – 16:30, 1st February 2013

Franchise

Functional Constituency	Franchise
The Society of Earth Sciences, DES, HKU	113

Quorum

Functional Constituency	Franchise
The Society of Earth Sciences, DES, HKU	17

Total Vote Count	Valid Vote Count	Invalid Vote Count
43	43	0

Results

Post	Candidate	For	Against	Abstain	Result
President	TING Tsz Wai, Ryan	42	0	1	Elected
Internal Vice-President	AU Cheuk Hang, Ivan	42	0	1	Elected
External Vice-President	AU Chung Yan, Rae	41	1	1	Elected
External Vice-President	LEUNG Hin Lun, Lemon	41	1	1	Elected
General Secretary	LEE Wing Yan, Chevonne	42	0	1	Elected
Financial Secretary	HO Long Yin, Nicholas	42	0	1	Elected
Academic Secretary	LO Lok Hang, Kevin	42	0	1	Elected
Marketing and Welfare Secretary	CHENG Ho Kwan, Edwin	42	0	1	Elected
Marketing and Welfare Secretary	WAN Nok Hang, Janice	42	0	1	Elected
Social Secretary	TSOI Wai Hung, Nami	42	0	1	Elected
Social Secretary	WAN Suet Mei, Irene	41	0	2	Elected
Publication and Publicity Secretary	CHAN Tsz Him, James	42	0	1	Elected
Publication and Publicity Secretary	NG Kei Long, Alex	42	0	1	Elected

Prepared by

CHEUNG Chin Ho, Eric

President

The Society of Earth Sciences,

Department of Earth Sciences,

The University of Hong Kong

Session 2012 – 2013

Introduction of the Cabinet of Session 2013 - 2014

a) Name of the Cabinet

The name of the cabinet is Aventurine.

b) Meaning of the Cabinet Name

“Aventurine” is a precious gemstone. By “Aventurine”, we exclusively refer to red aventurine. The colour red represents passion, vividness and prosperity. This symbolizes our creativity and uniqueness, and our aim in bringing enjoyment to our members through events. Moreover, “Aventurine” is a gemstone of opportunity. This expresses our wish to help our members look for possibilities and lead a flourishing life.

c) Aims of the Society

- To serve as the official representative body of all Members
- To foster internal coherence of the students within the Department
- To promote Members’ interests and deepen their understanding of their academic discipline
- To provide career information to Members
- To provide general welfare to Members
- To promote interest in Earth Sciences in the public

d) Aims of the Cabinet

- To strengthen the sense of belonging among Members towards the Society
- To strengthen the relationship among Alumni and Members
- To strengthen the relationship between the Society and other Science Societies

d) Introduction of the Executive Committee of Session 2013 - 2014

President

Name: TING Tsz Wai, Ryan

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

Internal Vice-President

Name: AU Cheuk Hang, Ivan

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

External Vice-President

Name: AU Chung Yan, Rae

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

Name: LEUNG Hin Lun, Lemon

Curriculum: BSc (3-year) Year 1

Intended Major: Earth Sciences

General Secretary

Name: LEE Wing Yan, Chevonne

Curriculum: BSc (3-year) Year 1

Intended Major: Earth Sciences

Financial Secretary

Name: HO Long Yin, Nicholas

Curriculum: BSc (3-year) Year 1

Intended Major: Earth Sciences

Academic Secretary

Name: LO Lok Hang, Kevin

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

Marketing & Welfare Secretary

Name: CHENG Ho Kwan, Edwin

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

Name: WAN Nok Hang, Janice

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

Social Secretary

Name: TSOI Wai Hung, Nami

Curriculum: BSc (3-year) Year 2

Major: Earth Sciences

Name: WAN Suet Mei, Irene

Curriculum: BSc (3-year) Year 2

Major: Earth Sciences

Publication & Publicity Secretary

Name: CHAN Tsz Him, James

Curriculum: BSc (3-year) Year 1

Intended Major: Earth Sciences

Name: NG Kei Long, Alex

Curriculum: BSc (4-year) Year 1

Intended Major: Geology

e) Overview of the Proposed Annual Plan

Date	Function
February 2013	1 st Career Talk
March 2013	Inauguration Ceremony
	Cycling Day
	1 st Welfare Week
	Science Festival
April 2013	1 st Superpass Dinner
June 2013	Field Trip for Secondary School Students
July 2013	Field Trip for University Students
August 2013	Registration Day
	Orientation Day
	Orientation Camp
September 2013	Lung Chan Walk
October 2013	2 nd Welfare Week
	Annual Dinner
November 2013	2 nd Career Talk
	2 nd Superpass Dinner
December 2013	Joint-Society Christmas Party

Proposed Annual Functions

a) 1st Career Talk

Objectives:

- To provide information on different companies' recruitment to Members
- To introduce the nature of work at different companies

Date	4 – 6, 8 February 2013
Time	18:00 – 21:00
Venue	Room 104, James Hsioung Lee Science Building (JL104)
Target	Members
Expected number of participants	30
Person-in-charge	LO Lok Hang, Kevin (Academic Secretary)

Details on Function:

- Q & A Session will be provided
- 4 Feb 2013 (Mon): TYSAN Foundation Ltd.
ARUP
- 5 Feb 2013 (Tue): AECOM
- 6 Feb 2013 (Wed): Dragon Mining Consulting Ltd.
Gammon Construction Ltd.
- 8 Feb 2013 (Fri): BMI Technical Consulting (Resources) Ltd.
- Refreshments will be provided for guests and participants

Preparation Schedule:

2012 – 2013	
Time	Action
Late-December 2012 – Early-January 2013	Contact companies
	Venue Booking
Mid- to Late-January 2013	Confirm details of companies
	Promote through Facebook
	Put up posters
	Open enrollment
Late-January 2013	Confirm participants by E-mail
Early-February 2013	Order food

b) Inauguration Ceremony

Objectives:

- To introduce the new Executive Committee to Members, representatives of other Societies, and guests
- To introduce upcoming events of the Society in Session 2013 - 2014

Date	Early-March 2013
Time	18:30 – 21:30
Venue	TBA
Target	<ul style="list-style-type: none">- Head of Department- Honorary President- Honorary Auditor- Teaching and Non-teaching Staff- Representatives of other Societies- Former Executive Committee Members of the Society- Members
Expected number of participants	90 (excluding helpers)
Dress code	Formal
Person-in-charge	AU Chung Yan, Rae (External Vice-President) LEE Wing Yan, Chevonne (General Secretary)

Details:

- 15 helpers will be recruited (1 on-day PIC, 2 MCs, 2 Photographers, 4 refreshments, 2 ushers, 3 receptions, 1 technician)

Rundown:

Time	Items
17:00 – 18:30	Final rehearsal
	Preparation
18:30 – 19:15	Cocktail reception
19:15 – 19:20	Introduction
19:20 – 19:25	Speech by Prof. John Malpas
19:25 – 19:30	Speech by Head of the Department
19:30 – 19:35	Speech by Honorary President
19:35 – 19:40	Speech by former President of the Society
19:40 – 19:45	Handover Ceremony
	Speech by new President of the Society
19:45 – 19:55	Introduction of the new Executive Committee Members
19:55 – 20:00	Video of the Cabinet
20:00 – 21:30	Refreshment
21:30	Dismissal
21:30 – 22:00	Clean up

Preparation Schedule:

2013	
Time	Action
Early-February	Book venue
	Invite guest speakers through E-mail
	Recruit helpers
Mid-February	Send invitation letters
	Brief helpers
	Find sponsors
	Promote through Facebook
	Open enrollment
	Prepare souvenirs
	Rehearsal
Mid- to Late-February	Order food
	Confirm participants by E-mail

c) Cycling Day

Objectives:

- To foster coherence among Members
- To strengthen communication between Members and Executive Committee Members

Date	9 March 2013 [Backup date: 6 April 2013]
Time	10:00 – 17:00
Venue	Tai Shui Hang <→> Tai Mei Tuk (大水坑 <→> 大尾篤)
Target	Members
Expected number of participants	24 (excluding helpers)
Charge	At Members' own expense
Person-in-charge	TSOI Wai Hung, Nami (Social Secretary) WAN Suet Mei, Irene (Social Secretary)

Details of Function:

- Participants will have lunch together
- Photo-taking
- At least four Executive Committee Members will serve as helpers

Preparation Schedule:

2013	
Time	Action
Mid-February	Confirm rundown
	Put up posters
	Promote through Facebook
	Open enrollment
	Recruit helpers
Late-February	Pre-Trip
Early-March	Confirm list of participants by phone call
9 March	Brief participants

d) **1st Welfare Week**

Objectives:

- To provide general welfare to Members
- To promote and sell Society products

Date	18 - 19, 25 - 26 March 2013
Time	10:30 – 17:30
Venue	G/F, James Hsioung Lee Science Building
Target	Members
Person-in-charge	WAN Nok Hang, Janice (Marketing & Welfare Secretary) CHENG Ho Kwan, Edwin (Marketing & Welfare Secretary)

Details of Function:

- Distribution of pre-ordered Geological Society of Hong Kong (GSHK) products
- Selling of Society products
- Distribution of Society Welfare Pack

Components of Welfare Pack:

Items	Quantity
Snacks	/
Society paper	20 pieces
Telescopic cup	1

Products to be sold:

Items	Price for members	Price for non-members
Society T-shirt	\$45	\$55
Society towel (70 x 30 cm)	\$24	\$29
Society paper (A4, 100p)	\$10	\$12
Hand lens	\$15	\$18
Field book (A5 size)	\$15	\$18
UltraFire multi-function tool (small)	\$40	\$48
UltraFire multi-function tool (big)	\$60	\$72

Preparation Schedule:

2013	
Time	Action
Early-February	Circulate and poll designs
	Put up posters
	Promote through Facebook
	Open pre-ordering of Society products
	Open ordering of GSHK products
	Find sponsors
Mid-February	Place order for all products
Late-February	Prepare Welfare Packs
	Prepare coins

e) Science Festival

Objectives:

- To introduce basic knowledge of Earth Sciences
- To arouse interest in Earth Sciences among Non-Earth Sciences students, especially secondary school students

Date	20 - 22 March 2013
Time	12:30 – 18:00
Venue	- Booth location to be confirmed - Museum visits at Stephen Hui Geological Museum
Target	- Secondary school students - Students of the University - The public
Dress code	- Society T-shirt - Name tags provided by Science Society, Hong Kong University Students' Union, the University of Hong Kong
Person-in-charge	AU Chung Yan, Rae (External Vice-President)

Details of Function:

- 20 helpers will be recruited
- Topics to be covered in the booth:
 - Atmosphere: The Wave, Arizona (Wind erosion)
 - Biosphere: Stromatolites at Western Australia
 - Hydrosphere: Grand Canyon (Water erosion)
 - Geosphere: Mount. Fuji (Volcanism)
- Topics to be covered in the museum visit:
 - Earth resources
 - Geotechnics (Slope management in Hong Kong)
- Materials to be put in the booth
 - Display boards and model(s)
 - Tables and chairs

Rundown:

Time	Item
12:30 – 13:00	Opening ceremony (only on 20 March 2013)
12:30 – 18:00	Booth display
14:00 – 14:30	Museum Visit I
16:00 – 16:30	Museum Visit II
18:00 – 19:00	Tidying up

Preparation Schedule:

2013	
Time	Action
Early-February	Complete proposal of booth and museum visit contents
Mid-February	Confirm details of display contents and museum visits
	Contact with staff responsible for museum management
	Hand in financial budget to Science Society, HKUSU, HKU
Early-March	Print leaflets
	Prepare display items
	Recruit helpers
	Confirm duty roster
	Brief helpers
Mid-March	Decorate booth

Remarks:Human Resources Management

- Booth: 5 helpers per timeslot (2 hours per timeslot)
- Museum Visits: 3 helpers per visit
- All helpers shall have taken / are taking Earth Sciences courses

f) Superpass Dinners

Objectives:

- To strengthen coherence among Members
- To strengthen communication between Members and Executive Committee Members

Date	Late-April 2013 and Late-November 2013
Time	18:00 – 21:30
Venue	- Room 104, James Hsioung Lee Science Building (JL104) - Shek Tong Tsui Municipal Services Building Cooked Food Centre (石塘咀市政大廈熟食中心)
Target	Members
Expected number of participants	40 - 45
Charge	\$70 / member
Person-in-charge	TSOI Wai Hung, Nami (Social Secretary) WAN Suet Mei, Irene (Social Secretary)

Rundown:

Time	Item
18:00 – 19:00	Mass games at JL104
19:00 – 19:30	Walk from campus to Shek Tong Tsui Municipal Services Building Cooked Food Centre
19:30 – 20:30	Dinner
20:30 – 20:50	Roasted suckling pig chopping (consider swapping?)
20:50 – 21:00	\$1.3-red-packets distribution
21:00 – 21:30	Superpass red couplets writing
	Photo-taking

Preparation Schedule:

2013	
Time	Action
Late-March and Late-October	Confirm venue
	Confirm order of roasted suckling pig
Early-April and Early-November	Put up posters
	Promote through Facebook
	Open enrollment through Facebook
Late-April and Late-November	Have required materials ready
	Confirm list of participants

g) Field Trip for Secondary School Students

Objectives:

- To enhance secondary school students' interest in Earth Sciences
- To deepen secondary school students' understanding in the geology of Hong Kong

Date	22 June 2013 [Backup date: 29 June 2013]
Time	08:45 – 17:00
Venue	Ma Shi Chau
Target	Form 3 - 6 secondary school students
Expected number of participants	45 (helpers excluded)
Charge	\$55 / student
Person-in-charge	LEUNG Hin Lun, Lemon (External Vice-President) WAN Nok Hang, Janice (Marketing and Welfare Secretary)

Details of Functions:

- 7 helpers will be recruited

Rundown:

Time	Item
08:45	Assemble at Kowloon Tong MTR Station
09:45	Arrive at Sam Mun Tsai New Village by coach
09:45 – 11:15	Walk from Sam Mun Tsai New Village to Ma Shi Chau
11:15 – 13:00	Geological Tour in Ma Shi Chau
13:00 – 13:30	Lunch
13:30 – 15:00	Geological Tour in Ma Shi Chau
15:00 – 16:30	Walk from Ma Shi Chau to Sam Mun Tsai New Village
17:00	Arrive at Kowloon Tong MTR Station by coach
	Dismiss at Kowloon Tong MTR Station

Preparation Schedule:

2013	
Time	Action
Mid-March	Contact Dr. Tammy TAM for the arrangement of the field trip
	Invite two postgraduates as helpers
	Contact secondary schools for promotion
	Open enrollment through E-mail
Mid-April	Deadline of enrollment
	Collect reply slip and participation fee
Late-April	Confirm participants through E-mail
	Buy insurance
	Pre-trip
Early-June	Book coach
	Confirm details with Dr. Tammy TAM
	Print certificates and leaflets for participants
Mid-June	Inform details to participants by E-mail
21 June	Final reminder to participants by phone call

Remarks:

- Reply slips will be collected
- Participants will prepare their own lunch
- If the number of enrollment exceeds the quota, lots will be drawn to finalize the list of participants
- Insurance will be bought by the Society
- Certificates will be given upon completion of event

h) Field Trip for University Students

Objectives:

- To enhance Members' academic knowledge
- To provide an opportunity for Members to gain field experience
- To provide an opportunity for Members to visit special geological features at non-easily accessible sites
- To promote the geology of Hong Kong to fellow students in the University

Date	6 July 2013 [Backup date: 13 July 2013]
Time	09:00 – 17:00
Venue	Ninepin groups
Target	Students of the University
Expected number of participants	35 (helpers excluded)
Charge	\$130 / member \$160 / non-member
Person-in-charge	LEUNG Hin Lun, Lemon (External Vice-President) CHENG Ho Kwan, Edwin (Marketing and Welfare Secretary)

Details of Functions:

- Participants are selected on first-come-first-served basis
- Participants will prepare their own lunch
- 5 helpers will be recruited

Rundown:

Time	Items
09:00	Assembly at Kowloon Public Pier in Tsim Sha Tsui
10:30	Arrival at Ninepin groups by boat
10:30 – 13:00	Boat trip around Ninepin groups
13:00	Alighting
13:00 – 13:30	Lunch on land
13:30 – 15:30	Land trip
15:30 – 17:00	Return to Kowloon Public Pier by boat
17:00	Dismissal at Kowloon Public Pier

Preparation Schedule:

2013	
Time	Action
Mid-March	Contact Prof. CHAN Lung Sang for the arrangement of the field trip
Early-April	Promote through facebook
	Put up posters
	Open enrollment
Mid-April	Deadline of enrollment
Late-April	Confirm list of participants through E-mail and phone call
Late-May	Confirm details with Prof. CHAN Lung Sang
Early-June	Book boat
Mid-June	Inform details to participants by E-mail
5 July	Final reminder to participants by phone call

i) Registration Day

Objectives:

- To introduce and promote Earth Sciences to all freshmen
- To recruit new Members
- To invite freshmen to join the Orientation Series

Date	12 - 13 August 2013
Time	TBA
Venue	TBA
Target	Freshmen
Person-in-charge	CHAN Tsz Him, James (Publication & Publicity Secretary)

Details of Function:

- Membership fee: \$25 / year
\$100 / 4 years
- Human resources: Each day will be divided into 2 sessions
3 - 5 helpers will be recruited for each session
- Helper dress code: Society T-shirt

Preparation Schedule:

2013	
Time	Action
May	Recruit helpers
June	Prepare building materials of the booth
Early-July	Print leaflets
	Distribute posts
	Brief helpers
Late-July	Prepare booth

j) Orientation Day

Objectives:

- To provide information to freshmen who are interested in studying Earth Sciences
- To foster coherence among freshmen Members

Date	Mid- to Late-August 2013 (1 - 3 days before the Orientation Camp)
Time	10:30 – 17:00
Venue	TBA
Target	Freshmen members
Expected number of participants	24 - 30
Charge	\$10 / person
Person-in-charge	AU Cheuk Hang, Ivan (Internal Vice-President) CHENG Ho Kwan, Edwin (Marketing and Welfare Secretary)

Details of rundown:

- 3 helpers (who have taken earth science courses) will be recruited

Rundown:

Time	Items
10:30 – 10:45	Roll Call
10:45 – 11:30	Ice-breaking games
11:30 – 12:00	Generating group names and cheers
12:00 – 12:15	Briefing on Campus Orientation
12:15 – 16:30	Campus Orientation
16:30 – 17:00	Debriefing
	Briefing on Orientation Camp

Preparation Schedule:

2013	
Time	Action
Early-March	Recruit helpers
Late-March	Tea gathering for helpers
April	Find sponsors
July	Distribute posts
	Prepare games
Late-July	Brief helpers
Mid- and Late-August	Promote during Registration and Induction Day
	Order food
2 - 3 days before the Orientation Day	Confirm participants by E-mail and phone call
1 day before the Orientation Day	Remind participants by phone call
Morning of the Orientation Day	Final briefing for helpers
	Final checking

k) Orientation Camp

Objectives:

- To provide information and exposure to freshmen interested in studying Earth Sciences
- To foster coherence among freshmen Members

Date	20 – 22 August 2013
Time	/
Venue	Jockey Club Sai Kung Outdoor Training Camp
Target	Freshmen
Expected number of participants	24 freshmen
Charge	\$380 / freshman \$330 / helper
Person-in-charge	AU Cheuk Hang, Ivan (Internal Vice-President) AU Chung Yan, Rae (External Vice-President)

Details:

- 3 extra helpers (who have taken Earth Sciences courses) will be recruited

Rundown:**Day 1**

Time	Item
10:00 – 11:00	Roll Call
	Ice-breaking games
11:00 – 11:30	Briefing
11:30 – 17:30	HK Orientation
17:30 – 18:00	Unpacking
	Preparation for BBQ
18:00 – 21:00	BBQ
21:00 – 22:00	Tidying up

Day 2

Time	Item
08:00 – 09:00	Breakfast
09:00 – 13:30	Morning hiking (rock-seeing), Photo-taking
	Packed Lunch
13:30 – 14:30	Rest
	Changing of clothes
	Preparation for water fight
14:30 – 16:30	Water fight
16:30 – 18:00	Cleaning up
18:00 – 20:00	Dinner
	Rest, Preparation of Detective game
20:00 – 22:30	Detective game

Day 3

Time	Items
08:00 – 09:00	Breakfast, Packing
09:00 – 10:30	Mass games, Photo taking
10:30 – 11:00	Turtleback-writing, Dismissal

Preparation Schedule:

2013	
Time	Action
January	Book campsite
	Contact Prof. CHAN Lung Sang for details of hiking
March	Recruit helpers
	Tea gathering for helpers
April	Find sponsors
Early-June	Distribute duties
	Prepare games
	Pre-camp
	Design camp T-shirt
Late-June	Order camp T-shirt
July	Prepare Orientation Camp booklets
	Briefing for helpers
Early-August	Print leaflets for Registration Day
	Confirm details of field trip with Prof. CHAN Lung Sang
Mid- and Late-August	Promote during Registration and Induction day
	Before Registration Day: through Facebook
	On Registration Day and Induction Day: through leaflets
15 August	Confirm participants by phone calls
16-18 August	Print Orientation Camp booklets
19 August	Final briefing for helpers
	Final checking

I) Lung Chan Walk

Objectives:

- To foster coherence among Members
- To enhance Members' academic knowledge
- To provide an opportunity for Members to gain field experience

Date	Late-September – Early-October (Saturday / Sunday)
Time	09:00 – 18:00
Venue	- Wang Leng - Hung Shek Mun
Target	Members
Expected number of participants	25 (helpers excluded)
Charge	Free-of-charge
Person-in-charge	NG Kei Long, Alex (Publication & Publicity Secretary)

Details of Functions:

- Five helpers will be recruited
- Proposed Route:
新娘潭巴士總站→烏蛟騰→九租→上苗田→下苗田→橫嶺→大峒→鹿湖峒→
鳳凰笏頂→烏洲塘→紅石門→紅石門坳→大峒→下苗田→烏蛟騰

Rundown:

Time	Items
09:00 – 09:30	Roll call at Tai Po Market Station
09:30 – 10:00	Travel to Bride's Pool by bus
10:00 – 12:30	Walk from Bride's Pool to Tai Tung
12:30 – 13:15	Free time and Lunch
13:15 – 15:45	Walk from Tai Tung to Hung Shek Mun
15:45 – 16:00	Break
16:00 – 18:00	Return from Hung Shek Mun to Wu Kau Tang

Preparation Schedule:

2013	
Time	Action
Late-August	Contact Prof. CHAN Lung Sang for the arrangement of the Walk
	Confirm details
	Promote through Facebook
	Put up posters
	Open enrollment
Mid-September	Deadline of enrollment
Late-September	Confirm details with Prof. CHAN Lung Sang
	Inform details to participants through email
	Confirm participants by phone calls
	Pre-trip
	Brief helpers

Remarks:

- Participants will prepare their own lunch
- Participants will be notified that the route may be challenging
- The event will be postponed if adverse weather occurs (if there is rain on that day / typhoon within two days prior to the event)

m) 2nd Welfare Week

Objectives:

- To provide general welfare to Members
- To promote and sell Society products

Date	Mid-October 2013
Time	TBA
Venue	G/F, James Hsioung Lee Science Building (near the main entrance)
Target	Members
Person-in-charge	WAN Nok Hang, Janice (Marketing and Welfare Secretary) CHENG Ho Kwan, Edwin (Marketing and Welfare Secretary)

Details of Function:

- Distribution of pre-ordered Geological Society of Hong Kong (GSHK) products
- Selling of Society products
- Distribute Society Welfare pack

Components of Welfare Pack:

Items	Quantity
Snacks	/
Society Paper	20 pieces
Saber Card	1

Products to be sold:

Items	Price for members	Price for non-members
Society T-shirt	\$45	\$55
Society hoodie	\$120	\$145
Society towel (70 x 30 cm)	\$24	\$29
Society paper (A4, 100p)	\$10	\$12
Hand lens	\$15	\$18
Field book (A5 size)	\$15	\$18
UltraFire multi-function tool (small)	\$40	\$48
UltraFire multi-function tool (big)	\$60	\$72

Preparation Schedule:

2013	
Time	Action
Early-September	Promote through Facebook
	Put up posters
	Open pre-ordering of Society products
	Open ordering GSHK products
	Circulate and poll designs
	Find sponsors
Mid-September	Place order for all products
Early-October	Prepare Welfare Packs

n) Annual Dinner

Objectives:

- To foster coherence among the Teaching Staff, Alumni and Members
- To provide an opportunity for Members to have a better understanding of the career of Earth Sciences-related fields

Date	Friday / Saturday of October (exact date to be confirmed)
Time	18:30 – 22:30
Venue	TBA
Target	- Teaching Staff - Alumni - Members
Expected number of participants	150
Charge	\$450 / staff \$450 / alumnus \$350 / member
Dress code	Formal
Person-in-charge	LO Lok Hang, Kevin (Academic Secretary) TSOI Wai Hung, Nami (Social Secretary)

Rundown:

Time	Item
18:30 – 19:30	Cocktail reception
	Discussion session between Alumni and Members
19:30 – 19:35	Speech by Head of the Department
19:35 – 19:40	Speech by Honorary President
19:40 – 19:45	Speech by President
19:45 – 20:00	Speech on Career Prospect by Selected Guest(s)
20:00 – 22:30	Dinner
	Lucky draw

Preparation Schedule:

2013	
Time	Action
Early-February	Choose venue
Late-February	Book venue
May	Find sponsors (1 st round)
June	First promotion through Facebook and mass E-mail
	Invite alumni
July-August	Find sponsors (2 nd round)
	Make souvenirs
	Invite teaching staffs (Professors, Doctors, Teaching Assistants)
September	Second promotion through Facebook and mass E-mail
	Put up posters
	Open enrollment for members through Google doc
	Prepare prizes for Lucky draw
	Print Brochures
	Confirm list of participants

o) 2nd Career Talk

Objective:

- To provide information on different companies' recruitment to Earth Sciences students
- To introduce the nature of work at different companies

Date	November 2013
Time	TBA
Venue	TBA
Target	Members
Expected number of participants	30
Person-in-charge	LO Lok Hang, Kevin (Academic Secretary)

Details on Function:

- Q & A Session will be provided
- Refreshments will be provided for guests and participants

Preparation Schedule:

2012 – 2013	
Time	Action
August 2013 – September 2013	Contact companies
October 2013	Open registration
	Promote through Facebook
	Confirm details of companies
Late-October 2013	Confirm participants by E-mail
Early-November 2013	Order food

p) Joint-Society Christmas Party

Objectives:

- To provide an occasion for interaction and social networking among Environmental Science and Earth Sciences students
- To strengthen relationship among Members and other Science students

Date	Late-December 2013
Time	18:20 – 21:45
Venue	TBA
Co-organizing party	- The Society of Environmental Science, Faculty of Science, the University of Hong Kong
Target	- Members of the Society of Earth Sciences, Department of Earth Sciences, the University of Hong Kong - Members of the Society of Environmental Science, Faculty of Science, the University of Hong Kong
Quota	60 (MCs and helpers excluded)
Charge	\$80 / member \$100 / non-member
Dress code	Casual
Person-in-charge	LEUNG Hin Lun, Lemon (External Vice-President) AU Chung Yan, Rae (External Vice-President)

Details of Function:

- 3 MCs (LEUNG Hin Lun, Lemon; CHAN Ho Yin and LEUNG Tik Hei from the Society of Environmental Science)
- 6 executive committee members from the two societies will serve as helpers

Rundown:

Time	Item
18:00 – 18:20	Set up decorations and equipment
	Briefing to helpers
18:20 – 18:30	Opening and greetings from presidents
18:30 – 19:00	Group ice-breaking games
19:00 – 20:00	Dinner
20:00 – 20:30	Performance
20:30 – 21:00	Lucky draw
21:00 – 21:45	Free time for socializing
21:45 – 22:00	Clean up

Preparation Schedule:

2013	
Time	Action
Late-September	Confirm venue
	Invite performers
Mid-November	Promote through Facebook
	Put up posters
	Promote in class
	Open enrollment
	Recruit helpers
Late-November	Book equipment
Mid-December	Rehearsal
	Confirm participants by phone call
	Order food and drinks for dinner
On the day of event	Decorate venue
	Set up lighting and audio equipment
	Briefing to helpers

Financial Budget for the Session 2013 – 2014 :

The Society of Earth Sciences, DES, HKU

Session 2013-2014

Financial Budget

Note	Item	HK \$	HK \$
<u>Income</u>			
1	Membership Subscriptions	1750.00	
15	Surplus from Annual Dinner	4582.00	
			6332.00
<u>Less : Expenditure</u>			
2	1st Career Talk	128.00	
3	Inauguration Ceremony	2150.00	
4	1st Welfare Week	271.00	
5	Cycling Day	6.00	
6	Science Festival	0.00	
7	1st Superpass Dinner	156.00	
8	Field Trip for Secondary School Students	18.50	
9	Field Trip for HKU Students	306.00	
10	Registration Day	805.00	
11	Orientation Day	50.00	
12	Orientation Camp	2075.00	
13	Lung Chan Walk	6.00	
14	2nd Welfare Week	256.00	
16	2nd Career Talk	128.00	
17	2nd Superpass Dinner	91.00	
18	Joint-Society Christmas Party	0.00	
19	Administrative Expenses	2574.00	
20	Deficit from Sales of Society Products	240.00	9260.50
			(2928.50)

The Society of Earth Sciences, DES, HKU

Statement of Financial Position

As at 20 January 2013

	HK \$	HK \$	HK \$
<u>Current Assets</u>			
Stock			
- Jackets	4230.00		
- Field Books	15.00		
- Hand Lens	120.00		
- UltraFire Multi-function Tool (small)	175.00		
- UltraFire Multi-function Tool (large)	220.00	4760.00	
Accounts Receivable (from Department)		5000.00	
Bank		16915.00	
Cash		5035.20	31710.20
<u>Less : Current Liabilities</u>			
Accrued Expenses			60.00
<u>Net Current Assets</u>			<u>31650.20</u>

Financed by :

Accumulated Fund

Balance b/f (Session 2011-12)	3331.10
Add : Surplus for the Year (Session 2012-13)	28319.10
Balance c/f	<u>31650.20</u>

Ratios indicating the liquidity of the Society :

Current Ratio	529 : 1
Quick Ratio	449 : 1

The Society of Earth Sciences, DES, HKU

Session 2013-2014

Statement of the Anticipated Year-End Accumulated Fund Balance

	HK \$
Balance b/f (from Session 2012-13)	31650.20
Deficit for the Year (Session 2013-14)	(2928.50)
Balance c/f (to Session 2014-15)	28721.70

Remarks :

- *% of Annual Deficit over the Opening Accumulated Fund* **-10.20%**
- *“Sundries” is calculated as 5% of the total expense of an event*
- *Possible sponsorship pending confirmation, thus is excluded from the source of income*

Notes to the Accounts :

Note 1)

Membership Subscriptions				
	Unit Price	Quantity	Sub-Total	
	HK \$		HK \$	HK \$
<u>Income</u>				
One-year Membership Subscriptions	25.00	10	250.00	
Four-year Membership Subscriptions	100.00	15	1500.00	
Total Subscriptions Received				<u>1750.00</u>

Note 2)

1st Career Talk				
<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Promotional Posters (A4, coloured)	1.00	6	6.00	
Refreshments & Beverages	-	-	110.00	
Thank You Cards for Guest Speakers (A5, coloured)	2.00	6	12.00	128.00
Deficit for the Event				<u>(128.00)</u>

Note 3)**Inauguration Ceremony**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Beverages	9.00	10	90.00	
Cocktail & Refreshments	-	-	1500.00	
Disposable Cutlery	-	-	-	
- Plastic Forks (24 units per pack)	6.00	5	30.00	
- Plastic Spoons (24 units per pack)	6.00	5	30.00	
Name Tags	2.00	20	40.00	
Paper Cups (20 units per pack)	8.00	6	48.00	
Paper Plates (10 units per pack)	7.00	12	84.00	
Printing (programme run-down, MC scripts, seat indicators etc.)	0.10	100	10.00	
Programme Leaflets (A5, coloured)	0.50	80	40.00	
Signature Card (A1) & Pens	-	-	50.00	
Souvenir Production	11.40	20	228.00	2150.00
<u>Deficit for the Event</u>				<u>(2150.00)</u>

Note 4)**1st Welfare Week**

<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Carriage Inwards	-	-	135.00	
Welfare Products Give-away (telescopic cup)	1.30	100	130.00	
Promotional Posters (A4, coloured)	1.00	6	6.00	271.00
<u>Deficit for the Event</u>				<u>(271.00)</u>

Note 5)

Cycling Day

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Promotional Posters (A4, coloured)	1.00	6	6.00	6.00
<u>Deficit for the Event</u>				<u>(6.00)</u>

Note 6)

Science Festival

<u>Income</u>				
Subsidies from <i>Science Society, HKUSU</i>				550.00
<u>Less : Expenditure</u>				
Decorations	-	-	50.00	
Exhibits & Models	-	-	225.00	
Printing of Photographs (4R)	0.50	50	25.00	
Printing of Leaflets (A4, coloured, double-page, 1200 copies)	-	-	250.00	550.00
<u>Surplus or Deficit for the Event</u>				<u>0.00</u>

Note 7)

1st Superpass Dinner

<u>Income</u>				
Participation Fees	70.00	40		2800.00
<u>Less : Expenditure</u>				
Dinner Cost	60.00	40	2400.00	
Envelopes for Red Packets (20 pcs per stack)	5.00	2	10.00	
Promotional Posters (A4, coloured)	1.00	6	6.00	
Red Couplets (ink, brushes & red rolls)	-	-	40.00	
Roasted Pig	500.00	1	500.00	2956.00
<u>Deficit for the Event</u>				<u>(156.00)</u>

Note 8)**Field Trip for Secondary School Students**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				
Participation Fees				
- Participants	55.00	45	2475.00	
- Helpers	55.00	7	385.00	
				2860.00
<u>Less : Expenditure</u>				
Insurance	10.00	45	450.00	
Printing of Certificates for Participants (A4, coloured)	2.50	45	112.50	
Printing of Leaflets (A4, BW, double-page)	0.20	55	11.00	
Sundries	-	-	120.00	
Transportation – Coach	-	-	1800.00	2493.50
<u>Deficit for the Event</u>				<u>(18.50)</u>

Note 9)**Field Trip for University Students**

<u>Income</u>				
Participation Fees				
- Ex-Co & Helpers	130.00	10	1300.00	
- Members	130.00	30	3900.00	
- Non-Members	160.00	5	800.00	
				6000.00
<u>Less : Expenditure</u>				
Promotional Posters (A4, coloured)	1.00	6	6.00	
Sundries	-	-	300.00	
Transportation – Ferry	-	-	6000.00	6306.00
<u>Deficit for the Event</u>				<u>(306.00)</u>

Note 10)**Registration Day**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Decorations	-	-	100.00	
Printing of Membership Registration Forms	0.10	50	5.00	
Printing of O-Camp Promotional Leaflets (A6, coloured)	0.50	400	200.00	
Steel Bars for Booth Set-up	50.00	10	500.00	805.00
<u>Deficit for the Event</u>				<u>(805.00)</u>

Note 11)**Orientation Day**

<u>Income</u>				
Participation Fees	10.00	24		240.00
<u>Less : Expenditure</u>				
Materials for Games	-	-	80.00	
Printing (O-Camp checklists, HKU-O Maps etc.)	0.10	100	10.00	
Refreshments	-	-	200.00	290.00
<u>Deficit for the Event</u>				<u>(50.00)</u>

Note 12)**Orientation Camp**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				
Participation Fees				
- Participants	380.00	24	9120.00	
- Ex-Co, OC & Helpers	330.00	12	3960.00	
				13080.00
<u>Less : Expenditure</u>				
Accommodation	-	-	-	
- Room for Eight (\$800 / room / night)	1600.00	4	6400.00	
- Extra Beds (\$100 / person / night)	200.00	4	800.00	
Barbeque	42.00	36	1512.00	
Booking of Classroom & Equipment (\$100 per hour)	100.00	3	300.00	
Booking of Venue for Water Fight (\$150 per hour)	150.00	2	300.00	
Catering	-	-	-	
- Day 2 Breakfast	16.00	36	576.00	
- Day 2 Packed Lunch	29.00	36	1044.00	
- Day 2 Dinner	29.00	36	1044.00	
- Day 3 Breakfast	16.00	36	576.00	
Materials for Mass Games, Detective Game & Water Fight	-	-	200.00	
O-Camp T-shirts	42.00	36	1512.00	
Printing of O-Camp Booklets (A5, BW, double-page, 20 pages)	2.00	40	80.00	
Printing (programme run-down, D-Games instructions etc.)	0.10	100	10.00	
Prizes for Game-Winners	-	-	150.00	
Promotional Posters (A4, coloured)	1.00	6	6.00	
Sundries	-	-	735.00	
Transportation (HKU to campsite)	-	-	210.00	15455.00
<u>Deficit for the Event</u>				<u>(2375.00)</u>

Note 13)**Lung Chan Walk**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Promotional Posters (A4, coloured)	1.00	6	6.00	6.00
<u>Deficit for the Event</u>				<u>(6.00)</u>

Note 14)**2nd Welfare Week**

<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Welfare Products Give-away – Carriage Inwards inclusive (saber card)	2.50	100	250.00	
Promotional Posters (A4, coloured)	1.00	6	6.00	256.00
<u>Deficit for the Event</u>				<u>(256.00)</u>

Note 15)**Annual Dinner**

<u>Income</u>				
Participation Fees				
- Staff, Alumni & Postgraduates	450.00	100	45000.00	
- Undergraduates	350.00	50	17500.00	
				62500.00
<u>Less : Expenditure</u>				
Booking of Banquet Hall & Catering Services	-	-	42000.00	
Lucky Draw Prizes	-	-	1000.00	
Printing (brochures, enrollment form, programme run-down, MC Scripts etc.)	0.10	120	12.00	
Promotional Poster (A4, coloured)	1.00	6	6.00	
Souvenir Production	80.00	150	12000.00	
Sundries	-	-	2900.00	57918.00
<u>Surplus for the Event</u>				<u>4582.00</u>

Note 16)**2nd Career Talk**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				0.00
<u>Less : Expenditure</u>				
Promotional Posters (A4, coloured)	1.00	6	6.00	
Refreshments & Beverages	-	-	110.00	
Thank You Cards for Guest Speakers (A5, coloured)	2.00	6	12.00	128.00
<u>Deficit for the Event</u>				<u>(128.00)</u>

Note 17)**2nd Superpass Dinner**

<u>Income</u>				
Participation Fees	70.00	45		3150.00
<u>Less : Expenditure</u>				
Dinner Cost	60.00	45	2700.00	
Envelopes for Red Packets (20 pcs per stack)	5.00	2	10.00	
Promotional Posters (A4, coloured)	1.00	6	6.00	
Red Couplets (ink, brushes & red rolls)	-	-	25.00	
Roasted Pig	500.00	1	500.00	3241.00
<u>Deficit for the Event</u>				<u>(91.00)</u>

Note 18)**Joint-Society Christmas Party**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				
Participation Fees				
- Member (of participating societies)	80.00	40	3200.00	
- Non-member	100.00	20	2000.00	
				5200.00
<u>Less : Expenditure</u>				
Booking of Venue	130.00	4	520.00	
Decorations	-	-	100.00	
Disposable Cutlery	-	-	-	
- Plastic Forks (24 units per pack)	6.00	4	24.00	
- Plastic Spoons (24 units per pack)	6.00	4	24.00	
Food & Beverages	-	-	3380.00	
Lucky Draw Prizes	40.00	20	800.00	
Paper Cups (20 units per pack)	8.00	4	32.00	
Paper Plates (10 units per pack)	7.00	8	56.00	
Promotional Posters (A4, coloured)	1.00	14	14.00	
Sundries	-	-	250.00	5200.00
<i>Surplus or deficit for the Event</i>				<u><u>0.00</u></u>

Remarks : Income & expenses to be split at the ratio 1:1 between two participating societies

Note 19)

Administrative Expenses

	Unit Price	Quantity	Sub-Total	
	HK \$		HK \$	HK \$
<u>Expenditure</u>				
Contingencies (1% of raw expenses)	-	-	1200.00	
First Aid Kits	45.00	2	90.00	
Food & Beverages for Society Events	-	-	200.00	
Plastic Holders for Financial Records	12.00	2	24.00	
Printing of Campaign Booklets (A5, BW, 50 pages)	3.00	100	300.00	
Printing & Photocopying (A4, BW)	0.10	1000	100.00	
Society Ex-Co Name Cards (100 cards per order)	55.00	2	110.00	
Stationery	-	-	50.00	
Transportation	-	-	500.00	
<u>Net Expense</u>				<u>(2574.00)</u>

Note 20)**Society Products**

	<i>Unit Price</i>	<i>Quantity</i>	<i>Sub-Total</i>	
	HK \$		HK \$	HK \$
<u>Income</u>				
Sales – Field Book (A5)				
- Member	15.00	45	675.00	
- Non-member	18.00	5	90.00	
Sales – Hand Lens				
- Member	15.00	40	600.00	
- Non-member	18.00	5	90.00	
Sales – Hoodie				
- Member	120.00	85	10200.00	
- Non-member	145.00	15	2175.00	
Sales – UltraFire Multi-function Tool (small)				
- Member	40.00	10	400.00	
- Non-member	48.00	5	240.00	
Sales – UltraFire Multi-function Tool (large)				
- Member	60.00	5	300.00	
- Non-member	72.00	5	360.00	
Sales – Society Paper (A4, 100 sheets)				
- Member	10.00	51	510.00	
- Non-member	12.00	5	60.00	
Sales – T-shirt				
- Member	45.00	110	4950.00	
- Non-member	55.00	15	825.00	
Sales – Towel				
- Member	24.00	45	1080.00	
- Non-member	29.00	5	145.00	
				22700.00

P.T.O.

Note 20) cont'd

Less : Expenditure

Production Cost			
- Field Book (A5)	15.00	50	750.00
- Hand Lens	15.00	45	675.00
- Hoodie	120.00	100	12000.00
- UltraFire Multi-function Tool (small)	40.00	15	600.00
- UltraFire Multi-function Tool (large)	60.00	10	600.00
- Society Paper (A4, 100 sheets)	9.90	100	990.00
- T-shirt	45.00	125	5625.00
- Towel	24.00	50	1200.00
Carriage Inwards	-	-	500.00
			22940.00
Deficit for the Event			<u>(240.00)</u>

Remarks : 4400 sheets of Society Paper purchased will be distributed in Welfare Weeks free of charge

Proposed Annual Plan

Prepared by

Approved by

(LEE Wing Yan, Chevonne)

General Secretary

The Society of Earth Sciences,
Department of Earth Sciences,
The University of Hong Kong
Session 2013 – 2014

(TING Tsz Wai, Ryan)

President

The Society of Earth Sciences,
Department of Earth Sciences,
The University of Hong Kong
Session 2013 – 2014

Proposed Financial Budget

Prepared by

Approved by

(HO Long Yin, Nicholas)

Financial Secretary

The Society of Earth Sciences,
Department of Earth Sciences,
The University of Hong Kong
Session 2013 – 2014

(TING Tsz Wai, Ryan)

President

The Society of Earth Sciences,
Department of Earth Sciences,
The University of Hong Kong
Session 2013 – 2014