**St. Joseph’s College 150th Students’ Union**

**150th Anniversary Green and White Day**

**Information Regarding Club Stalls**

Dear Club Chairmen,

On behalf of the 150th Students’ Union, I am writing to invite your club to participate in the 150th Anniversary Green and White Day by setting up club stalls.

The Green and White Day is a once-in-a-year grand event of St. Joseph’s College, attracting not only students, parents, and alumni to visit the campus, but also the general public. This year’s Green and White Day will be held on 23th February, 2025.

St. Joseph’s College is well-renowned for its vibrant ECA school life as well as Josephians’ high dedication to club activities. Hence, the Students’ Union now offers a chance for clubs and societies to set up stalls to promote their clubs to the Green and White Day visitors. The club stalls will be positioned in stalls and classrooms of the K7 Campus. Clubs may provide activities, souvenir sales, exhibitions, etc relating to your club for visitors.

Should your club/society be interested in setting up a club stall, please kindly fill in the application form attached to this letter and hand in both the hard and soft copy on or before **24th January, 2025**. The hard copy should be returned to the Students’ Union Office while the soft copy should be sent to **sjc150su@gmail.com**. Please be reminded that late or incomplete submissions, including missing signatures, may be disregarded.

Please note that the Students’ Union cannot guarantee all equipment and special needs can be satisfied. However, we will do our best to provide as much support as possible.

Should you have any enquiries, please feel free to contact Angus Cheung (4F) at 9630 6004
or Chan Wing Cheung, Alvin (5D) at 6540 1761.

Thank you for your kind attention and we look forward to seeing you on Green and White Day.

Yours faithfully,



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 Angus Cheung Chan Wing Cheung Alvin

 Club Director Club Director

 150th Students’ Union 150th Students’ Union

**St. Joseph’s College 150th Students’ Union**

**150th Anniversary Green and White Day**

**Club Stall Application Form**

**PART I: Club Details**

|  |
| --- |
| Name of Club:  |
| Student-in-Charge:  |
| Name: | Class:  | Class No.:  |
| Email:  | Contact No.:  |

**PART II: Stall Details**

|  |  |
| --- | --- |
| Name of Stall |  |
| Description of Stall (E.g. Activities/Services in stall, target audience, etc. Please write around 100 words.)  |
| Sale of Souvenirs: ▢ Yes (Please complete the following) ▢ No |
| Item  | Description  | Price per item |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Equipment Required Tables: Chairs: Boards: (Horizontal) (Vertical) Other:  |
| Preferred Location:  |
| Collaboration with Department Exhibition: ▢ Yes ▢ No |
| Other Special Needs:  |

**PART III: Duty Arrangements**

|  |  |  |  |
| --- | --- | --- | --- |
| Time Slot |  Student 1 |  Student 2 |  Student 3 (if any) |
| *Example* |  *Chan Tai Man 5A (36)* |  *Wong Chris 5F (36)* |  */* |
| 11:00 - 11:30 |  |  |  |
| 11:30 - 12:00 |  |  |  |
| 12:00 - 12:30 |  |  |  |
| 12:30 - 13:00 |  |  |  |
| 13:00 - 13:30 |  |  |  |
| 13:30 - 14:00 |  |  |  |
| 14:00 - 14:30 |  |  |  |
| 14:30 - 15:00 |  |  |  |
| 15:00 - 15:30 |  |  |  |
| 15:30 - 16:00 |  |  |  |
| 16:00 - 16:30 |  |  |  |
| 16:30 - 17:00 |  |  |  |

**PART IV: Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item |  Income |  Expenses  | Balance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Total Balance: | $ |

 Signed by,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Student-in-Charge Teacher-in-Charge

 Approved by,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Angus Cheung Chan Wing Cheung Alvin

 Club Director Club Director

 150th Students’ Union 150th Students’ Union