

# Scope of Support to External Collaborators by CEDARS

Definition and Elaboration

1<sup>st</sup> revision: 20 July 2017

2<sup>nd</sup> revision: 28 July 2018

## For Collaborative Programmes / Projects (external collaborators)

- Definition
- Criteria to consider

Level	3	2	1
CEDARS' Role	Strategic Partner / Co-organizer	Supporting Organization	Promotion only
Definition	As a Strategic Partner / Co-organizer, CEDARS will coordinate, organize and evaluate the programme/project, as well as provide technical, manpower and marketing support. The details of the partnership terms might be adjusted according to the nature and content of the programme/project.	As a Supporting Organization, CEDARS will provide publicity support and venue within HKU campus. <b>Joint-U events outside HKU campus are also included.</b>	CEDARS will reach out to students by providing online publicity support.
Criteria to consider			
1. Share values and sympathize mission	✓	✓	✓
2. Be clearly oriented towards reaching outcomes and impacts beyond the activities	✓	✓	
3. Post-event update on the HKU students' participation (student list) / learning experience	✓	✓	
4. Significant involvement by CEDARS	✓		
5. Support Ditch Disposable Campaign ( <b>for on-campus activities/events only</b> )	✓	✓	
6. Request for nominations could be entertained for all 3 levels, subject to resource availability.			

## For Collaborative Programmes / Projects (external collaborators)

- Publicity Support
- Nomination Support

Level	3	2	1
CEDARS' Role	Strategic Partner / Co-organizer	Supporting Organization	Promotion only
Publicity Support			
1. CEDARS E-News	✓	✓	✓
2. Facebook post	✓	✓	✓
3. CEDARS Website Banner	✓		
4. Facebook Cover Photo	✓		
5. Notice Boards – Primary Locations <sup>a</sup>	✓		
6. Notice Boards – Secondary Locations <sup>a</sup>		✓	
7. Bulk Email (via Section's account) <sup>b</sup>	✓		
8. E-Notice <sup>b</sup>	✓		
9. CEDARS Central Event Calendar	✓		
10. U-Vision	✓		
11. Activities of Outside Bodies <a href="http://www.cedars.hku.hk/campuslife/news/outside-bodies">http://www.cedars.hku.hk/campuslife/news/outside-bodies</a>		✓	✓
12. Use of CEDARS logo - CEDARS' role explicitly stated (i.e. Supported by CEDARS, Co-organized by CEDARS)	✓	✓	☒

## For Collaborative Programmes / Projects (external collaborators)

### - Publicity guidelines

	CL	CP	CoPE	SD	Dean's Office
Publicity Guidelines					
a. Proposed use of CEDARS Notice Boards:					
1. Strategic Locations (for key message/promotion of CEDARS events only)	1	1	1	1	2
2. Primary Locations (for MAJOR event promotion)	1	1	1	1	0
3. Secondary Locations (for OTHER event promotion)	TBC	TBC	TBC	TBC	0
4. Administration Purpose	2	0	0	0	0
b. Guidelines on sending Bulk Email and E-Notice (current practice according to Internal Guidelines):					
<ol style="list-style-type: none"> <li>1. Role of CEDARS should be clearly expressed.</li> <li>2. Max. of 2 emails could be sent for each event / activity. The 2<sup>nd</sup> email promoting the same activity should be highlighted as a reminder or have a modified content, while there is no limit on E-Notice.</li> <li>3. CEDARS' contact person for further enquiry on the activity and the name of the Section should be included.</li> </ol>					