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Prepared by:  Name: Ivan Sia Sien Wei Position: Senior Executive Student Development and Services Centre	Approved by:  Name: Mr. Lu Yew King Position: Director, Student Development and Services Centre
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	25/03/19	Establishment	00	Senior Manager, SDSD
2.	27/07/22	Revision from University College of Technology Sarawak to University of Technology Sarawak	01	Senior Manager, SDSD
3.	01/03/24	Amendment	02	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure the application process is facilitated smoothly and systematically.

2.0 SCOPE

The scope of this SOP applies to the application for entrepreneurship activities at UTS.

3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

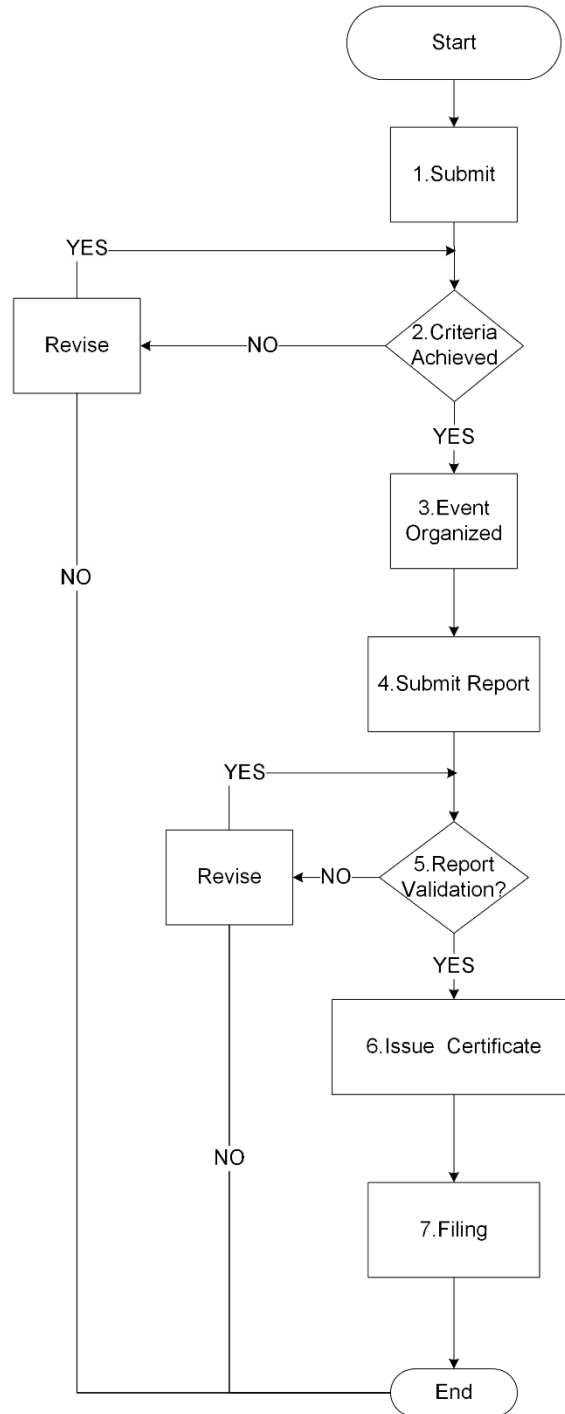
CSR	: Corporate Social Responsibility
Income /	: Generating Income
Revenue	Eg: Registration Fees, Offerings, Donation, Sponsorship (value item)
Income Statement	: The statement displays the activity(s) /event(s) revenue, costs, gross profit, selling and administrative expenses, other expenses and income, taxes paid, and net profit, in a coherent and logical manner.
LEAd	: Leadership Excellence Award (LEAd) is introduced, as a system of awarding point to students for their involvement in non-academic activities. It is introduced to encourage them to play active roles in co-curricular activities, as knowledge and experiences gained from it are crucial for students when they leave the university.
SDSC	: Student Development and Services Centre
SOP	: Standard Operating Procedure
Sponsor	: <ol style="list-style-type: none"> 1) A person who pledges to donate a certain amount of money to another person after they have participated in a fundraising event organized on behalf of a charity. 2) A person or organization that pays for or contributes to the costs involved in staging a sporting or artistic event in return for advertising.
TC	: Total Cost of the project, activities or events
UTS	: University of Technology Sarawak

5.0 RESPONSIBILITY

- 5.1 The Director ensures adherence to this SOP.
- 5.2 The Process Owner follows and adheres to this SOP.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1.	Applicants submit a proposal with any entrepreneurship elements/criteria (Refer to Appendix I).	<ul style="list-style-type: none"> Applicants 	N/A
2.	Process Owner checks if at least one entrepreneurship element or criterion is achieved (Refer to Appendix I) <ul style="list-style-type: none"> If Yes, Proceed to No.3 If No, Applicants to revise the proposal until at least one entrepreneurship element or criterion is achieved or End process if not parked under Entrepreneurship event. 	<ul style="list-style-type: none"> Process Owner 	N/A
3.	Proposal Filing <ul style="list-style-type: none"> File a copy of the proposal Event Organized	<ul style="list-style-type: none"> Process Owner Applicants 	Proposal
4.	Report Submission <ul style="list-style-type: none"> a) Income Statement (Refer Appendix II) b) Official Quotation c) Official Receipt d) Photos /Video of the event e) Report: <ul style="list-style-type: none"> a. Date b. Venue c. Number of Participants d. Objectives e. Brief Description Applicants to submit report to process owner.	<ul style="list-style-type: none"> Applicants Process Owner 	Report
5.	Report Validation <ul style="list-style-type: none"> If Yes, Proceed to No.6 If No, Applicant to revise the reports according to recommendation from process owner. 	<ul style="list-style-type: none"> Process Owner 	Report

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No	Description	Person in Charge	Document
6.	Issue Entrepreneurship Certificate to organizer committee only LEAd award point to be given to both organizer and participant.	<ul style="list-style-type: none"> Process Owner 	Entrepreneurship Certificate
7.	Filing at Google Drive by events. https://drive.google.com/drive/folders/13at-eFM4UVioiV049pyt5LxylNgE09wG?usp=sharing	<ul style="list-style-type: none"> Process Owner 	Google drive by events https://drive.google.com/drive/folders/13at-eFM4UVioiV049pyt5LxylNgE09wG?usp=sharing

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Google Drive by events.	https://drive.google.com/drive/folders/13at-eFM4UVioiV049pyt5LxylNgE09wG?usp=sharing	1 year

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Appendix I

Entrepreneurship Element(s) / Criteria

(A) Profit Generating

- (i) Ability to cover project costs
- (ii) Generating income
- (iii) Sponsorship Criteria

Categories	Project Total Cost (RM)	Sponsorship (%)
(1)	250~500	100
(2)	500~1000	50
(3)	>1000	25

Table 1.0 Entrepreneurship Sponsorship
Criteria

(B) Products

- (i) Creating new usable / sellable products
- (ii) Improve current/used items to be sold

(C) Non-Profit Generating

- (i) CSR

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Appendix II

Basic Income Statement Sample

ABC Club (Club Name)
Entrepreneurship -3 days (Event NAME)
Income Statement
As at 1st April 2019 (event date)

RENUES		Debit (RM)	Credit (RM)
	Registrations Fee Collected	500	
	Merchandise / Product Sales	1,000	
	Service Income	300	
	Eg: Music Lesson Income		
	Total		(A)= 1,800
SPONSOR	*(attached Quotation / Invoice from company as proof)		
	Daesco – 5 Hampers	2,000	
	Thumbs Up – 6 free courts for 3 days	5,000	
	ABC Design- 3x6ft Banner (3 pcs)	900	
	Offerings	100	
	Donation	900	
	Total Sponsor		(B)=8,900
	Total Revenue		(A+B)=10,700
EXPENSES	*(attached Official Receipt and/or Invoice from vendors as proof)		
	Everwin- 10 Drinking bottles	100	
	Lunch- 3days	500	
	Refreshments	1,000	
	Rental expenses	300	
	Utilities expenses	300	
	Supplies expenses	500	
	TOTAL EXPENSES		2,700
	NET INCOME (Profit / Loss)		8,000