

香港義工學會 會員申請表格（機構）

Hong Kong Institute of Volunteers Membership Application Form (Corporate)



Hong Kong
Institute of Volunteers
香港義工學會
(An Institution of the Agency for Volunteer Service)

在填寫申請表格前，請先細閱此文件。入會資格以本會會章為準，本學會保留最終決定權。

Please read this document carefully before filling out the application form. The admission criteria stated in the Constitution shall prevail and HKIoV reserves the right to make any final decisions.

香港義工學會機構會員入會資格 Admission Criteria for HKIoV Corporate Member :

會員級別 Types of Membership	一般入會申請 General Admission	直接入會申請 Direct Entry	年費 Annual Fee # 認可非牟利機構 / 服務團體可獲會費半費優惠 (請附以有關證明文件) Half membership fee for recognized non-profit organizations/ service organizations (Please attach a copy of certifying document)	
基本 機構會員 Ordinary Corporate Member	申請機構所屬的義工隊須於過去 2 年內提供不少於 5,000 小時的義工服務或平均每每名義工達 100 小時的服務時數；並且平均每每名義工須出席不少於 10 小時的義工培訓或發展活動，當中須包括最少 5 小時由學會提供或指定的培訓。 A body corporate, the volunteers of which have provided not fewer than 5,000 hours of volunteer service in total or 100 service hours per volunteer on average, and attended not fewer than 10 hours of training or development activities per volunteer including a minimum of 5 hours of such provided or prescribed by the Institute in the past 2 years may become an Ordinary Corporate Member.	義務工作發展局香港義工團的最高服務時數及最高參與率得獎機構或任何獲管理委員會認可的獎項之得獎機構均可直接申請成為學會基本機構會員。 A recipient of the Highest Service Hours Corporate Volunteer Award, the Highest Service Participation Rate Corporate Volunteer Award of Hong Kong Community Volunteers (HKCV) of AVS or any of those awards recognized by the Governing Committee may be considered for Ordinary Corporate Membership.	HK\$2,000	#HK\$1,000
機構會士 Corporate Fellow	申請機構須為學會的基本機構會員，其屬下的義工隊須於過去 3 年內提供不少於 10,000 小時的義工服務或平均每每名義工達 150 小時的服務時數；並且平均每每名義工須出席不少於 15 小時的義工培訓或發展活動，當中須包括最少 8 小時由學會提供或指定的培訓。 An Ordinary Corporate Member, the volunteers of which have provided not fewer than 10,000 hours of volunteer service in total or 150 service hours per volunteer on average, and attended not fewer than 15 hours of training or development activities per volunteer including a minimum of 8 hours of such provided or prescribed by the Institute in the past 3 years may become a Corporate Fellow.	非學會基本會員之機構，若所屬義工隊能在過去 10 年，於任何義務工作的領域上充分展示專業精神、良好實踐或成就，均可直接申請成為學會的機構會士。 香港傑出義工獎（企業獎）得獎機構或任何獲管理委員會認可的獎項之得獎機構均可直接申請成為學會的機構會士。 A body corporate not being an Ordinary Corporate Member, the volunteers of which have demonstrated substantial professionalism, good practice or achievement in any area of volunteering in the past 10 years may be admitted directly as Corporate Fellow. A recipient of the Hong Kong Volunteer Award (HKVA) or any of those awards recognized by the Governing Committee may be appointed as Corporate Fellow.	HK\$3,000	# HK\$1,500
資深 機構會士 Senior Corporate Fellow	申請機構須為學會的機構會士，其屬下的義工隊須於過去 5 年內提供不少於 15,000 小時的義工服務或平均每每名義工達 250 小時的服務時數；並且平均每每名義工須出席不少於 25 小時的義工培訓或發展活動，當中須包括最少 13 小時由學會提供或指定的培訓。 A Corporate Fellow, the volunteers of which have provided not fewer than 15,000 hours of volunteer service in total or 250 service hours per volunteer on average, and attended not fewer than 25 hours of training or development activities per volunteer including a minimum of 13 hours of such provided or prescribed by the Institute in the past 5 years may become a Senior Corporate Fellow.	非學會基本會員或會士之機構，若所屬義工隊能在過去 20 年，於任何義務工作的領域上充分展示專業精神、良好實踐或成就，均可直接申請成為學會的資深機構會士。 A body corporate not being an Ordinary Corporate Member or Corporate Fellow, the volunteers of which have demonstrated substantial professionalism, good practice or achievement in any area of volunteering in the past 20 years may be admitted directly as Corporate Senior Fellow.	HK\$4,000	#HK\$2,000

備註 Remarks:

- 義工服務是指自願地獻出時間精神、不為任何物質報酬的情況下為幫助別人或改進社會而提供的服務。
Volunteer service refers to service provided for helping others or the betterment of society on free will and with no expectation of any materialistic return.
- 義工培訓或發展活動包括：參與培訓、研討會、工作坊或實習計劃等；或為他人提供培訓、指導、傳授知識或技能、督導或顧問指導等。
Volunteer training or development activities include attending trainings/ seminars/ workshops/ internship etc., or providing training/ coaching/ knowledge or skills transfer/ supervision/ mentoring, etc. to others.
- 如有經濟困難，申請機構可以書面形式說明理由、並連同相關證明（如適用）向學會提出年費豁免申請。年費豁免須每年提出申請。
Applicants with financial difficulties can apply to HKIoV explaining the reason(s) for waiving the annual fee, together with supporting documents, if applicable. Application for fee exemption should be made annually.
- 學會保留修訂上述入會資格的權利。
HKIoV reserves the right to amend the above admission criteria from time to time.

申請機構須知 Notes for Applicants :

- 申請機構需就申請資格內所列明之要求（如：服務時數、培訓時數、得獎證書等）提供相關證明。
Applicant has to provide supporting documents that required for admission (e.g., service hours, training hours, certificates of award, etc).
 - 基本機構會員申請、機構會士及資深機構會士的直接入會申請須提供不少於兩份由任用義工機構、服務受助者或其他有關方面的書面推薦以證明申請機構在服務中所擔當的角色、貢獻、表現及服務成效；並以此展示申請機構於義務工作領域上的專業精神、良好實踐或成就作會籍申請之用。
Every application for membership of Corporate Ordinary Member, and direct admission to Corporate Fellow and Senior Corporate Fellow shall provide **not fewer than two** written recommendations certifying the role, contribution, performance and service impact of the applicants from the volunteer-involving organizations, service beneficiaries and / or other related parties to demonstrate its professionalism, good practice or achievement in any area of volunteering.
 - 良好實踐 / 成就的準則包括下列各項：
Criteria/ factors for good practice/ achievements to be taken into account, though not exclusively shall be:
 - 所提供之服務，如：參與時期及種類；
Service rendered, e.g. in terms of time span and types;
 - 所接受或提供之培訓，如：參與時期及種類；
Training received or provided, e.g. in terms of time span and types;
 - 承擔，如：支持《香港義工約章》、擁護及倡議其價值；
Commitment, e.g. upholding the Hong Kong Volunteer Charter and embracing its values, including advocacy;
 - 於不同層面的成效，如：個人、組織、社區、國際或人道層面；
Impact at different level, e.g. individual, group, community, global or humanity level;
 - 領導才能，如：具啟發、自發、管理及動員能力及
Leadership, e.g. inspiring, initiating, managing and mobilizing skills; and
 - 機構背景。
Corporate background.
 - 所有入會申請（包括直接入會申請）均需經學會審核及通過接納。
All applications for membership including direct admission shall be decided and approved by HKIoV.
- ※ 申請機構如未能提供上述 (1) 及 (2) 項之文件，有關申請將不獲受理。
The application **will not be considered** if applicant fails to provide the documents stated in items (1) and (2) in the above.
- ※ 倘申請機構所提供的相關文件不足以證明其義工資歷，香港義工學會有權聯絡其諮詢人以核實其入會資格。
HKIoV has the right to contact the referees of the applicant to confirm its eligibility of admission, in the circumstance that the supporting documents provided are insufficient to prove its volunteering qualifications.

香港義工學會會員申請表格 (機構)

Hong Kong Institute of Volunteers - Membership Application Form (Corporate)

此表格適用於申請成為香港義工學會的機構會員。申請機構須符合所申請會籍的入會資格及遞交有關之證明文件。會員權利和義務請參閱香港義工學會會章。
This form is used for application as a corporate member of the Hong Kong Institute of Volunteers (HKIoV). Body corporate which decides to make the application must satisfy the admission requirements for the respective category of membership and provide the required documents to support the application. Please refer to the Constitution of HKIoV for the rights and obligations of member.

我們認同香港義工學會的理念，並有志推動香港義務工作持續發展。現申請成為香港義工學會機構會員。
We commit to the cause of HKIoV and determine to advance the sustainable development of volunteerism in Hong Kong. We thereby would like to apply for a corporate membership of the HKIoV.

申請會籍級別 Membership applied for :

填寫前請先細閱各級會籍的入會資格。Please read the admission criteria carefully for each membership type before filling.

* 申請類別 Type of Admission (只可選一項 Select one item only)	* 會員級別 Membership Type (只可選一項 Select one item only)
<input type="checkbox"/> 一般入會申請 General Admission	<input type="checkbox"/> 基本機構會員 Ordinary Corporate Member
<input type="checkbox"/> 直接入會申請 Direct Entry	<input type="checkbox"/> 機構會士 Corporate Fellow
	<input type="checkbox"/> 資深機構會士 Senior Corporate Fellow

申請機構資料 Particulars of Corporate :

* 此欄必須填寫 These fields must be completed.

機構名稱 (中文) * : _____
Name of Corporate (Eng) * : _____
機構註冊編號 (請提供副本) * : _____ 現為本港上市公司 : 是 Yes 否 No
Corporate Registration No. (Please attach a copy) Is your Corporate a listed company in Hong Kong
本地員工數目 * : _____ 機構義工人數 * : _____
No. of local employees No. of participating volunteers
通訊地址 * : _____
Correspondence Address 室 / 房 Flat/Room 樓數 Floor 座 Block 大廈及屋邨名稱 Building Name and Name of Estate
門牌 / 街道名稱 / 丈量約份地段號碼 Building No. / Street Name / DD Lot No. 區域 District
電話 Tel No. * : _____ 傳真號碼 Fax No. : _____
網頁 Website : _____ 辦公時間 Office Hours : _____

機構所屬界別 Sector of Corporate * :

<input type="checkbox"/> 工程界 Engineering	<input type="checkbox"/> 工業、紡織及製衣界 Industrial, Textiles and Garment	<input type="checkbox"/> 政府部門 / 公營機構 Civil Services/ Public Utilities	<input type="checkbox"/> 地產及建造界 Real Estate and Construction
<input type="checkbox"/> 批發、零售界及進出口界 Wholesale, Retail, Import and Export	<input type="checkbox"/> 制服團體 Uniform groups	<input type="checkbox"/> 宗教界 Religion	<input type="checkbox"/> 法律界 Legal
<input type="checkbox"/> 社會福利及服務界 Social Welfare and Services	<input type="checkbox"/> 金融、金融服務及保險界 Finance, Financial Services and Insurance	<input type="checkbox"/> 建築、測量及都市規劃界 Architectural, Surveying and Planning	<input type="checkbox"/> 旅遊界 Tourism
<input type="checkbox"/> 航空交通界 Transport	<input type="checkbox"/> 教育界 Education	<input type="checkbox"/> 飲食界 Catering	<input type="checkbox"/> 會計界 Accountancy
<input type="checkbox"/> 資訊科技界 Information Technology	<input type="checkbox"/> 漁農界 Agriculture and Fisheries	<input type="checkbox"/> 醫學及衛生服務界 Medical and Health Services	<input type="checkbox"/> 體育、演藝、文化及出版界 Sports, Performing Arts, Culture and Publication
<input type="checkbox"/> 其他 Others (請註明, Please specify) : _____			

負責人 Person-in-charge :

(Prof/Dr/Mr/Ms) 中文姓名 (Chinese Name) * : _____ 英文姓名 (English Name) * : _____
職位 Position : 中文 (Chinese) * _____ 英文 (English) * _____
電話 Tel No. * : _____ 傳真號碼 Fax No. : _____ 電子郵件 E-mail * : _____

聯絡人 Contact Person : (如與上列負責人不同 If different from the above Person-in-charge)

(Prof/Dr/Mr/Ms) 中文姓名 (Chinese Name) * : _____ 英文姓名 (English Name) * : _____
職位 Position : 中文 (Chinese) * _____ 英文 (English) * _____
電話 Tel No. * : _____ 傳真號碼 Fax No. : _____ 電子郵件 E-mail * : _____

* 此欄必須填寫 These fields must be completed.

諮詢人 Referees * :

倘若所提供的相關文件不足以證明本機構之義工資歷，本人(上述負責人姓名：_____)謹代表申請機構(名稱：_____)授權香港義工學會(學會)，聯絡下述諮詢人以核實本機構之入會資格。

I, _____ (Name of Person-in-charge) on behalf of the _____ (Name of Corporate), hereby authorize Hong Kong Institute of Volunteers to contact our referees stated below to confirm our eligibility of admission, in the circumstance that our supporting documents provided are insufficient to prove our volunteering qualifications.

(1) 諮詢人姓名 Name of Referee : _____	與申請機構關係 Relationship with applicant: _____
職位 Position (如適用, If applicable): _____	諮詢人所屬機構 Organization of Referee (如適用, If applicable): _____
(2) 諮詢人姓名 Name of Referee : _____	與申請機構關係 Relationship with applicant: _____
職位 Position (如適用, If applicable): _____	諮詢人所屬機構 Organization of Referee (如適用, If applicable): _____

遞表及繳款方法 Method of Submission and Payment :

請把填妥之申請表格連同劃線支票(抬頭請寫「義務工作發展局」並於支票背面寫上申請人姓名及聯絡電話)一併郵寄或交回：香港西營盤西源里六號源輝閣地下及一樓 義工服務中心。信封面請註明「香港義工學會會籍申請」。(請勿郵寄現金)

Please send the completed application form with a crossed cheque (payable to "Agency for Volunteer Service" with the name of applicant and contact telephone at the back) to **Agency for Volunteer Service Volunteer Action Center, G/F and 1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong.** Please mark "HKIoV Membership Application" on the envelope. (Please do not send money by post) Please send the completed application form with a crossed cheque (payable to "Agency for Volunteer Service" with the name of applicant and contact telephone at the back) to **Volunteer Action Centre, G/F and 1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong.** Please mark "HKIoV Membership Application" on the envelope. (Please do not send money by post)

(銀行 Bank : _____ 支票號碼 Cheque No. : _____)

※ 如有關申請未被接納，支票將於三個月內寄回貴機構之通訊地址。

If the application is not accepted, the cheque will be returned to the corporate correspondence address within three months.

聲明 Declaration :

我們已細閱有關入會資格並已填妥申請表格及提供所需之證明文件。我們明白及接受香港義工學會保留接納此申請與否的最終決定權。我們同意提供上述資料作香港義工學會會員申請之用，並同意在符合《個人資料(私隱)條例》¹的情況下，學會及義務工作發展局可持有及使用所提供的資料。

We have read carefully the admission criteria and completed the application form as well as provided the required documents for the application. We understand and accept that the application is subject to the final approval of Hong Kong Institute of Volunteers. We agree to provide the information given above for processing membership application by the Hong Kong Institute of Volunteers and Agency for Volunteer Service, and entitled to the protection of the Personal Data (Privacy) Ordinance¹.

¹ 香港義工學會及義務工作發展局將按《個人資料(私隱)條例》的規定，處理及妥善儲存所提及的個人資料。為保障資料當事人的利益，本學會及義工局只收集當事人提供的個人資料作會員申請之用，並可能運用所提供的個人資料(包括姓名、電話、傳真、電郵及郵寄地址)，以便本學會及義工局日後與你通訊、籌款、作活動/培訓課程邀請或收集意見的推廣用途。你可以隨時要求本學會及義工局停止使用你的個人資料作上述推廣之用途，費用全免。日後查閱或更新個人資料，請隨時致電 2200 5726。如你不同意上述安排，請在簽署前於下欄加上“✓”號表示。

Hong Kong Institute of Volunteers (HKIoV) and Agency for Volunteer Service (AVS) undertake to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To safeguard interest of our data subject, HKIoV and AVS collect personal data from you for the purposes of this application and may use your personal data (name, telephone number, fax number, email and mailing addresses) for the purposes of providing you with information of HKIoV and AVS, fundraising appeal, activities/training invitation as well as for feedback collection and related promotion purposes. Upon your request at any time and at no charge, we will cease to use your personal data for promotion purposes. You may contact us at 2200 5726 for enquiry or the updating of your personal data. Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

我們不同意香港義工學會及義務工作發展局使用我們的資料作上述推廣之用途。We **object** to the proposed use of our data for the above-mentioned promotion purposes.

機構負責人簽署 _____ 機構蓋章 _____ 日期 _____
Signature of Person-in-charge : _____ Official Chop : _____ Date : _____

遞交申請清單 Application Submission Checklist

- 已細閱入會資格 Have read the admission criteria carefully
- 已填妥申請表 Have completed the application form
- 已填寫劃線支票 Have issued the crossed cheque
- 已提供機構註冊之證明文件 Have provided the certifying document of corporate registration
- 已提供入會資格所需之證明文件 Have provided the supporting documents that required for admission
- 已提供不少於兩份的書面推薦 Have provided at least two written recommendations
- 已提供非牟利機構/服務團體之證明文件(申請會費半免適用) Have provided the certifying document of recognized non-profit organizations/ service organizations
(For applying half membership fee waiver)

如有任何查詢，歡迎與我們聯絡。

If you have any enquiries, please feel free to contact us.

香港義工學會 Hong Kong Institute of Volunteers
秘書處 Secretariat
香港西營盤 G/F and 1/F, Yuen Fai Court
西源里六號 6 Sai Yuen Lane, Sai Ying Pun
源輝閣地下及一樓 Hong Kong
電話 Tel : (852) 2546 0694 傳真 Fax : (852) 2559 5142
電郵 E-mail : iv@avs.org.hk 網址 Website : http://www.avs.org.hk/hkiiov/cht/

多謝您的支持及參與！

Thanks for Your Support and Participation!