

滙豐愛心傳城 義工大行動

報名表

(適用於由滙豐邀請的機構)

請於 2010 年 1 月 7 日 (星期四) 或之前回覆

交表方法

請填妥表格，並以下列任何一種方式交予義務工作發展局：

● 電郵：ivd@avs.org.hk

● 傳真：2559 5142

● 郵寄 (以郵戳日期為準) / 親身遞交

地址：義務工作發展局義工服務中心 香港西營盤 西源里六號 源輝閣一樓

辦公時間：星期一、二、四及五：上午九時至下午六時；星期三：上午九時至晚上九時三十分；星期六、日及公眾假期：休息

我們樂意參與 (請於適當位置加「✓」號)

我們會組織義工隊進行探訪活動* (請填寫甲、乙及丙部)

我們會認捐心意包 (請填寫丙部)

我們希望參與於 2010 年 1 月 31 日 (星期日) 舉行的誓師日

* 參與探訪活動的機構須認捐 50 個或以上的心意包

聯絡資料 (請以正楷填寫)

機構名稱：_____

收據抬頭 (如與企業名稱不同/ 如適用)：_____

香港義工團會員號碼 (適用於已登記的機構會員義工)：_____

聯絡人：_____ 電子郵箱：_____

電話：_____ (日間) _____ (手機) 傳真：_____

地址：_____

組織義工隊進行探訪活動

甲部

請填寫以下資料以作安排 (請參閱備註 1 - 3)

為使機構義工隊與社會服務團體有效協作，義務工作發展局將於 2010 年 1 月 11 日 (星期一) 安排簡介會，屆時將會邀請各機構義工隊及有興趣合作之社會服務團體出席，以便雙方擬定服務計劃。

參與探訪的義工人數：_____ 人 (包括：本地人士義工 _____ 人、非本地人士義工 _____ 人)

預計服務對象人數：_____ (人)，希望服務家庭 _____ (個)

希望進行服務的日期：_____ 時間：_____ 地區：_____

希望服務的對象： 長者 新移民 少數族裔 智障/傷殘人士 其他 _____

備註：

1. 大會會將心意包運送予機構，詳情容後通知。
2. 義務工作發展局將以電郵通知確認出席簡介會之機構義工隊及有關安排。
3. 機構提供之個人資料，將由義務工作發展局按〈個人資料 (私隱) 條例〉用於處理申請參與「滙豐愛心傳城義工大行動」之用。

滙豐愛心傳城 義工大行動

乙部. (參與義工名單) (此部可於 2010 年 1 月 7 日後提交，唯須於貴機構進行探訪活動前 7 天遞交至義務工作發展局。)

編號	姓名 (中文全名) (註 1)	15 歲 以下 (✓) (註 2)	身份証號碼 (首 4 個字) (註 3)	聯絡電話	義務工作發展局 「香港義工團」 會員編號 (如適用)
例 1	有愛心 先生/小姐	✓	A456	1234 5678	
1	先生/小姐				
2	先生/小姐				
3	先生/小姐				
4	先生/小姐				
5	先生/小姐				
6	先生/小姐				
7	先生/小姐				
8	先生/小姐				
9	先生/小姐				
10	先生/小姐				
11	先生/小姐				
12	先生/小姐				
13	先生/小姐				
14	先生/小姐				
15	先生/小姐				
16	先生/小姐				
17	先生/小姐				
18	先生/小姐				
19	先生/小姐				
20	先生/小姐				

如不敷應用，請自行影印及加紙

1. 為感謝義工的支持及參與，每位義工將獲發感謝狀乙張。
2. 15 歲以下的義工，須由家長或成年人陪同。
3. 義務工作發展局將會為 3-75 歲之義工購買意外保險，最高賠償為港幣 10 萬元，義工亦可按個人需要自行購買合適之保險。

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丙部. (認捐心意包)

心意包	慈善認捐價 (每包 HK\$)	認捐數量* (包)	金額 (HK\$)
產品 - 香米、芥花籽油及麥片	50		

* 參加的機構須認捐 50 個或以上心意包

合共 HK\$ _____

捐款方法

劃線支票 (號碼： _____) 抬頭「義務工作發展局」，連同此表格交回本局

信用卡： VISA MASTER 信用卡號碼： _____ — _____ — _____ — _____

持卡人姓名： _____ 先生/女士

有效日期： _____ 持卡人簽署： _____

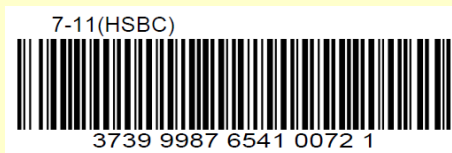
繳費靈 (義務工作發展局商戶編號 9427，須輸入您的聯絡電話作為用戶編號)

捐款編號： _____ 捐款日期： _____ / _____ / _____ (日/月/年)

(程序請參考繳費靈網頁：<http://www.ppskh.com>，或服務電話：18013-中文，18011-Eng)

7-ELEVEN 現金捐款 請攜同此捐款表格到全港任何一間 7-ELEVEN，出示條碼並以現金捐款 (最低捐款額為港幣一百元)。

捐款條碼：



(請保留交易紀錄連同填妥表格傳真或寄交本局)

直接存入「義務工作發展局」滙豐戶口 002-478865-001 (請將存款單或自動櫃員機單據連同此表格擲回本局)

● 捐款滿港幣 100 元，可獲發免稅收據。(收據將於 2010 年 3 月 31 日前寄出)

本企業願意提供以下資料予義務工作發展局以便聯絡，並同意在符合〈個人資料(私隱)條例〉的情況下，可持有及使用以下聯絡人資料。

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APPLICATION FORM (For HSBC-invited organisations only)

Please reply on or before Thursday, 7 January 2010

Form submission

Please fill in the form and hand it to the Agency for Volunteer Service through the following methods:

- By email: ivd@avs.org.hk
- By fax: 2559 5142
- By post (according to the date on the postmark) / In person:
Address: Agency for Volunteer Service Volunteer Action Centre, 1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, HK
Office hours: Mondays, Tuesdays, Thursdays and Fridays: 9am–6pm; Wednesdays: 9am–9:30 pm; Saturdays, Sundays and public holidays: Closed

We would like to support (Please tick as appropriate)

- We will form volunteers teams to pay home visits to the disadvantaged* (Please complete Part A, B and C)
- We will pledge the donation of gift packs for the needy (Please complete Part C)
- We will attend the Pledge Ceremony on 31 Jan 2010 (Sun)

* *Organisations interested to take part in home visits should first pledge to donate at least 50 gift packs.*

Contact details (please fill in BLOCK LETTERS)

Organisation name: _____
Name on receipt (if different from above and if applicable): _____
Hong Kong Community Volunteers membership no. _____ (applicable to AVS corporate members)
Contact person: _____ Email: _____
Telephone no. _____ (daytime) _____ (mobile) Fax no. _____
Address: _____

FORM VOLUNTEER TEAM TO PAY HOME VISITS

PART A

Please fill in the details below to facilitate arrangements for the home visits. (Please refer to notes 1-3)

To facilitate effective coordination between HSBC-invited organisations and social service agencies, AVS will conduct a briefing session for the organisations on 11 January 2010 (Mon). All participating organisations and interested social services agencies will be invited to attend the briefing session where initial service plans can be developed.

Estimated no. of volunteers to take place in the visits: _____ (including _____ local volunteers and _____ non-local volunteers)
No. of individuals we hope to serve: _____ No. of families we hope to serve: _____

Preferred date for service: _____ Time: _____ District: _____
Preferred beneficiaries: The elderly New immigrants Ethnic minorities
 Intellectually/Physically Disabled Others _____

Notes:

4. AVS will arrange the delivery of gift packs and delivery details will be informed later.
5. Attendance details of the briefing session will be confirmed by AVS by email.
6. The personal data provided will be used by AVS for purposes relating to processing your application for HSBC Share-to-Care Volunteer Campaign in accordance with the Personal Data (Privacy) Ordinance.

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LIST OF PARTICIPATING VOLUNTEERS

PART. B (This part can be returned AFTER 7 January 2010 but has to reach the Agency for Volunteer Service 7 days prior to your service date)

No.	Name (Note 1)	Participant under 15 years old (Note 2)	ID Card Number (First four digits) (Note 3)	Contact No.	Agency for Volunteer Service "Hong Kong Community Volunteers" Membership No. (if applicable)
e.g. 1	Mr./Ms. Care		A456	1234 5678	
1	Mr./Ms.				
2	Mr./Ms.				
3	Mr./Ms.				
4	Mr./Ms.				
5	Mr./Ms.				
6	Mr./Ms.				
7	Mr./Ms.				
8	Mr./Ms.				
9	Mr./Ms.				
10	Mr./Ms.				
11	Mr./Ms.				
12	Mr./Ms.				
13	Mr./Ms.				
14	Mr./Ms.				
15	Mr./Ms.				
16	Mr./Ms.				
17	Mr./Ms.				
18	Mr./Ms.				
19	Mr./Ms.				
20	Mr./Ms.				

Please feel free to photocopy this form if necessary.

- Each volunteer will receive a certificate of appreciation for their support and participation.
- A volunteer under 15 years old must be accompanied by his/her parents or an adult.
- The Agency for Volunteer Service will take out accident insurance for the volunteers aged between 3 and 75, subject to a HKD100,000 maximum benefit. Volunteers can also purchase their own insurance as they deem appropriate.

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GIFT PACK PLEDGING

PART. C

Gift Pack	Donation value (per pack in HK\$)	No. of gift packs pledged*	Amount (HK\$)
Products: Rice, canola oil and oatmeal	50		

* Participating organisations are required to pledge at least 50 gift packs Total Amount: HK\$ _____

Donation methods

- Crossed cheque (No. _____) payable to **AGENCY FOR VOLUNTEER SERVICE**.
Please hand in your cheque together with this form.
- Credit card: VISA MASTER Card no. _____
Name of cardholder: (Mr/Ms) _____
Expiry Date: _____ Cardholder's signature: _____
- PPS (the PPS account no. of the Agency for Volunteer Service is 9427. You need to key in your contact telephone no. as a user's reference.)
Donation reference no: _____ Donation date: ____ / ____ / ____ (dd/mm/yyyy)
(For details of PPS operation, please refer to the PPS website <http://www.ppskh.com> or call the service hotlines: 18013 for Chinese and 18011 for English.)
- Cash donation at 7-ELEVEN Please take this form to any 7-ELEVEN convenience stores in Hong Kong and make your cash donations (minimum HK\$100) using the donation barcode.

Donation barcode:



(Please retain the transaction record and fax or post it, together with this form, to the Agency for Volunteer Service.)

- Deposit into the AGENCY FOR VOLUNTEER SERVICE bank account (HSBC: 002-478865-001) (Please return the Deposit Slip or ATM Advice to the Agency for Volunteer Service together with this form)

- For donations above HK\$100, a tax exempt receipt will be issued. (The receipt will be mailed out by 31 Mar 2010.) We agree to provide the following information to the Agency for Volunteer Service for communication purposes. We also agree to the possession and use of the following personal data in accordance with the Personal Data (Privacy) Ordinance.