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Enrollment Form for "Serve With A Purpose" Program 2018-19

「愛·精彩社區」大專生服務學習計劃 2018-19 申請表

Internal use: Please return this form to TKO Maru

NOTES:	備註:
1. Please complete the form clearly.	1. 請以正楷填寫此表格。
2. You may request for correction of personal data in writing to our Youth Services of St. James' Settlement after submission of this application.	2. 遞交申請表格後，如欲更改填報資料，請以書面通知聖雅各福群會青年服務。
3. Information on unsuccessful candidates will be destroyed after the recruitment exercise when such information is no longer required.	3. 甄選程序完成後，未獲取錄申請人的資料如已毋須保留，將全部銷毀。
4. Please submit completed application form to any CUSCS Learning Centre (Central, Tseung Kwan O, Tsimshatsui East Ocean or Tsimshatsui Oriental).	4. 請將填妥之報名表交回任何一間 CUSCS 教學中心 (中環、將軍澳、尖沙咀東海或尖沙咀安年教學中心)。
5. Application Deadline: 5 Oct 2018 noon	5. 截止報名日期：5/10/2018 中午 12 時正

1. Personal Particulars 個人資料

Surname 姓氏	Other Names 名字	Name in Chinese 中文姓名	Gender 性別
Correspondence Address 通訊地址		Student No. 學生編號	
		Programme Studying 就讀學科	
		Year of Study 就讀年級	
Hong Kong Identity Card No. 香港身份證號碼		Mobile No. 手提電話號碼	
Email Address *將透過此登記電郵，通知有關申請事宜 電郵地址		Home No. 住所電話號碼	

2. Education and Training (in chronological order) 教育及訓練 (依時間先後列出)

Dates (Month/Year) 就讀日期 (月/年)		Name of Institution(s) / Organization (s) 就讀學校/培訓機構	Class(es) Attended/Attending 就讀班級
From 由	To 至		

3. Work and Volunteer Experience (in chronological order) 工作及義務工作經驗 (依時間先後列出)

Dates (Month/Year) 工作日期 (月/年)		Name of Employer/Service Agency 工作 / 服務機構	Full Time 全職	Part Time 兼職	Volunteer work 義工	Post and Job Description 職位及工作簡述
From 由	To 至					

4. Financial Situation 經濟狀況 (Please "✓" as appropriate 請在方格內加入「✓」號)

Please submit supporting documents with the application form. 請連同申請表，提交有關證明文件。

A. Did anyone of your household receive Comprehensive Social Security Assistance (CSSA) for the period 1.9.2017-31.8.2018?

你或你的家庭在過去十二個月內有否接受綜合社會保障援助(綜援)計劃之援助?

Yes 有 No 沒有

B. Did anyone of your household apply for Financial Assistance Scheme / Loan Scheme?

你或你的家庭成員有沒有申請學生資助或貸款計劃?

Financial Assistance Scheme for Post-secondary Students (FASP) 專上學生資助計劃

Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) 專上學生免入息審查貸款計劃

No 沒有 Others 其他 (Please specify 請註明: _____)

C. Did anyone of your household have special financial needs?

你或你的家庭成員有沒有特別經濟需要?

Yes 有 (Please specify 請註明: _____) No 沒有

D. Additional information 附加資料 (Special circumstance that have not been mentioned above 可補充說明上列未有反映的情況)

(Please use separate sheets if necessary 如有需要可附另頁詳列)

5. Special Strengths & Skills 個人專長/技能

Computer Skills 電腦技能	
Language 語言	
Music / Art / Sports 音樂 / 藝術 / 運動	
Others strengths / skills 其他專長 / 技能	

6. Service Targets Preference 服務對象志願選擇

(1 : The most interested 最感興趣, ; 5 : Less interested 較少興趣)

兒童 青年 長者 貧困家庭 社區發展

7. Interview Timeslot Preference 面試時間選擇

Please "✓" as appropriate and select as many as possible to ensure a favorable allocation 請在方格內加入「✓」號，並盡量選擇更多時段，以便面試安排

	9/10/2018 (星期二) 尖沙咀東海教學中心	15/10/2018 (星期一) 將軍澳教學中心
下午 5:00-8:00 (5:00pm-8:00pm)		

8. About Applicant 關於申請人

1. Why do you apply for this project ? 你為何參加這項計劃？

2. What is/are your strength(s) and weakness(es) ? 你認為自己有什麼優點和缺點？

3. Can you suggest an effective way of personal finance management? 試舉例一些有效的理財方法?

9. Declaration 聲明

1. I understand that if I give any false information or withhold any material information, I shall render myself liable to dismissal if I am selected to participate in this programme.
本人明白倘若虛報資料或隱瞞重要事實，即使已獲准參與此計劃，亦有被取消參與計劃的可能。
2. I understand that I have to attend ALL activities and finish ALL assignments if I am admitted to the programme, otherwise, I may be disqualified from taking part in the programme.
本人明白接納取錄後，必須出席計劃內的全部活動並完成相關習作，否則將有可能被取消參加資格。
3. I understand that I will not be granted with certificate and sponsorship if I withdraw from the programme at any stage with personal reasons or being disqualified.
本人明白，如在計劃期間因個人原因申請退出或被取消參加資格，均不會獲發證書及獎助金。
4. I, do hereby consent and agree that Organizers and Sponsor have the right to take photographs, videotape, or digital recordings of me during the project and to use these in any and all media, now or hereafter known.
本人同意主辦及贊助單位對我進行拍攝或錄音，無論事先、事後告知，主辦及贊助單位均可通過各種媒介（包括書籍、新聞稿、網站等）展示有關照片、影片及錄音。
5. St. James' Settlement undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data collected are properly stored. The personal information will be used for program selection and other related purposes. St. James' Settlement may use your personal data (name, telephone number, fax number, email and mailing addresses) for the purposes of providing you with information of St. James' Settlement, fundraising appeal, activities / courses invitation as well as for feedback collection and related promotion purposes. However, we cannot use your personal data unless we have received your consent. Upon your request at any time and at no charge, we will cease to use your personal data for promotion purposes.
聖雅各福群會盡力遵守《個人資料(私隱)條例》所列載的規定，依照收集資料時所說明的目的使用該等資料，並確保個人資料得到妥善儲存。閣下提供予本會的個人資料將用作甄選計劃及計劃有關事宜之用。本會將運用閣下之個人資料(包括姓名、電話、傳真、電郵及郵寄地址等)，以便日後作與閣下通訊、服務推廣、呼籲慈善捐款、活動/訓練課程邀請或收集意見的用途。除非本會已取得你的同意，否則本會不會使用你的個人資料作上述用途。閣下可以隨時向本會提出要求停止使用閣下的個人資料，此項 安排毋須繳付任何費用。

Should you find such use of your personal data not acceptable, please indicate your **objection** before signing by ticking the box below.

如閣下**不同意**上述安排，請在簽署前於以下空格加上「×」號。

I **do not agree** to the proposed use of my personal data as stated above.

本人**不同意**上述有關使用個人資料的安排。

簽署：_____

日期：_____

Appendix 1

"Serve With A Purpose" Program 2018-19 **Program Stages**

"Serve With A Purpose" Program 2018-19 (SWAP) is a service learning project that combines community service and with tuition support.

Benefits of the Students:

- ✓ Provide a series of job skill and personal finance training for sub-degree students to develop their good working attitude and ability in real work settings;
- ✓ Provide students with service learning opportunities to learn through formulating and implementing service project;
- ✓ Development of positive attitude, confidence and various useful skills;
- ✓ assist students plan for their further study and career development;
- ✓ Support students by tuition (HKD 5,000) after finishing the program.

Your Roles and Responsibilities:

- ✓ Use knowledge and skills to plan and implement a service plan and serve the community.
- ✓ Actively participate in ALL orientation, ceremonies, trainings, consultation meetings, evaluations and service learning activities.
- ✓ Be respectful to the service targets' privacy and dignity, as well as the general practices of the service unit.

You will go through the following stages (148 hours) throughout the program. Guidance will be provided in different stages by St. James' Settlement and CUSCS.

<p>1. Program Introduction & Recruitment (18 Sept – 5 Oct 2018)</p> <ul style="list-style-type: none">■ Submit the Enrollment Form and supporting documents for financial need.■ Register for your interested units by referring to the Service Units Selection List to choose the service unit you would like to join.■ Select your available interview timeslots in Enrollment Form.
<p>2. Interview (9 Oct / 15 Oct 2018)</p> <ul style="list-style-type: none">■ Meet program organizers and sponsor.■ Understand program requirements.
<p>3. Program Orientation Camp (3-4 Nov 2018)</p> <ul style="list-style-type: none">■ Get familiar with the program staff and other students.■ Understand project details, service agency settings and service targets.■ Set personal goals for the program.■ Provide a platform for you to ask questions.■ Understand personal character and Team Building.

<p>4. Experiential Activity – Life Game (10 Nov 2018)</p> <ul style="list-style-type: none"> ■ Involve in a life game to experience the whole life stages ■ Manage and allocate their money for life spending.
<p>5. Personal Finance Training (23 Nov 2018)</p> <ul style="list-style-type: none"> ■ Have a sense of manage money. ■ Know more about the ways for better financial management.
<p>6. Job Skills Training & Unit Preparation (8 Dec 2018)</p> <ul style="list-style-type: none"> ■ Train up the communication and interpersonal skills. ■ Understand more about the situation in real workplace setting. ■ Do some preparation for the service project. ■ Develop greater sensitivity and understanding toward service targets.
<p>7. Visit Period (2-9 Jan 2019)</p> <ul style="list-style-type: none"> ■ Warm up & tasting session at service unit. ■ Know more about the service unit, your specific roles and responsibilities.
<p>8. Service Learning in St. James’ Settlement (10-26 Jan 2019)</p> <ul style="list-style-type: none"> ■ Provide direct and/or indirect services to the service unit in various activities. ■ Prepare innovative service for the service unit. ■ Fill in Reflective Diary and Reflection Worksheet.
<p>9. Consultation Meetings (10-26 Jan 2019)</p> <ul style="list-style-type: none"> ■ Report work progress and share experiences and challenges. ■ Discuss with the project staff in linking service experiences with academic knowledge or personal strengths and applying knowledge and/or strengths to the real life situation.
<p>10. Document Submission (2 Feb 2019)</p> <ul style="list-style-type: none"> ■ Submit Service Plan, Reflective Diaries, Reflection Worksheets, Attendance Sheets, Reimbursement Form and Performance Evaluation Forms.
<p>11. Service Plan Presentation & Program Evaluation (9 Feb 2019)</p> <ul style="list-style-type: none"> ■ Oral presentation on your service project. ■ Reflect and exchange ideas with project staff and other students.
<p>12. Closing Ceremony (23 Feb 2019)</p> <ul style="list-style-type: none"> ■ Share your service experiences and learning outcomes with organizers, sponsor and media.

Disclaimer: Program dates are subjected to change, and you will be informed accordingly.

Appendix 2

Serve With A Purpose (SWAP) Program 2018-19 **Program Content**

A. Program Content

Activity items	Number of Activity Hours
Service Learning in St. James' Settlement	100 hrs
Orientation Camp	17 hrs
Experiential Activity – Life Game	7 hrs
Training	6 hrs
Service Unit Visit & Preparation	11 hrs
Service Project Presentation & Program Evaluation	5 hrs
Closing Ceremony	2 hrs
Total	148 hrs

B. Activity Content

Date	Time / Venue	Content
3-4 Nov2018	10:00a.m.-22:00p.m. 09:00a.m.-14:00p.m. (17hours) Venue: TBC	Orientation Camp (2D1N)
10 Nov 2018	10:00-18:00p.m. (7 hours) Venue: SJS	Experiential Activity – Life Game
23 Nov 2018	19:00-22:00p.m. (3 hours) Venue: SJS	Personal Finance Training
8 Dec 2018	09:00-12:00a.m. (3 hours) 13:00-17:00p.m. (4 hours) Venue: SJS	Job Skills Training Unit Preparation
(2-9 Jan 2019) To be confirmed	10:00-17:00p.m. (7 hours) Venue: TBC	Tasting Session in Service Units
10-26 Jan 2019	100hours Time & Venue: TBC	Service Learning Period & Consultation Meetings
9 Feb 2019	13:00-16:00p.m. (3 hours) 16:00-18:00p.m. (2 hours) Venue: SJS	Service Learning Presentation Program Evaluation
23 Feb 2019	15:00-17:00p.m. (2hours) Venue: SJS	Closing Ceremony

SJS = St. James' Settlement (Wan Chai)

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