香港義工學會
會員申請表格（機構）
Hong Kong Institute of Volunteers
Membership Application Form (Corporate)

義務工作發展局
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 the Institute reserves the rights 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名義工達 100 小時的服務時數；並且平均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名義工達 150 小時的服務時數；並且平均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名義工達 250 小時的服務時數；並且平均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:

1. 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.
2. 義工培訓或發展活動包括：參與培訓、研討會或工作坊；為他人提供培訓、指導或傳授知識／技能等。
   Volunteer training or development activities, include attending trainings/ seminars/ workshop, or providing training, coaching, knowledge/ skills tranfer to others.
3. 如遇經濟困難，非牟利機構／服務團體可以書面形式向學會提出年費豁免申請。
   Non-profit organizations/ service organizations with financial difficulties can write to HKIoV for applying annual fee exemption.
4. 學會保留修訂上述入會資格的權利。
   The HKIoV reserves the rights to amend the above admission criteria from time to time.

申請機構須知 Notes for Applicants :

1. 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).
2. 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:

   (a) 所提供之服務，如：參與時期及種類；
   Service rendered, e.g. in terms of time span and of types;

   (b) 所接受之培訓，如：參與時期及種類；
   Training received, e.g. in terms of time span and of types;

   (c) 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;

   (d) 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;

   (e) 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

   (f) 機構背景。
   Corporate background.
3. 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.

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 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之專業發展。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 professionalism of volunteering 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)
☐ 一般入會申請 General Admission	☐ 基本機構會員 Ordinary Corporate Member
☐ 直接入會申請 Direct Entry	☐ 機構會士 Corporate Fellow
	☐ 資深機構會士 Senior Corporate Fellow

申請機構資料 Particulars of Corporate :

機構名稱 (中文) ＊ : _____

Name of Corporate (Eng) ＊ : _____

機構註冊編號 (請提供副本) ＊ : _____
Corporate Registration No. (Please attach a copy)

現為本港上市公司 : ☐ 是 Yes ☐ 否 No
Is your Corporate a listed company in Hong Kong

本地員工數目＊ : _____
No. of local employees

機構義工人數＊ : _____
No. of participating volunteers

通訊地址 ＊ :
Correspondence Address
|__|__|__|__|__| 室 / 房 Flat/Room |__|__|__|__| 樓數 Floor |__|__|__| 座 Block |__|__|__|__|

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 **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) Ordinance[1].

[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
Signature of Person In-charge : _____

機構蓋章
Official Chop : _____

日期
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) 2200-5726	傳真 Fax：(852) 2559-5142
電郵 E-mail：iv@avs.org.hk	網址 Website：www.avs.org.hk

多謝您的支持及參與！
Thanks for Your Support and Participation!