

香港義工學會 會員申請表格 (個人)

Hong Kong Institute of Volunteers Membership Application Form (Individual)



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.

香港義工學會個人會員入會資格 Admission Criteria for HKIoV Individual 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
基本會員 Ordinary Member	申請者須於過去 2 年內提供不少於 200 小時的義工服務，並出席不少於 20 小時的義工培訓或發展活動，當中須包括最少 10 小時由學會提供或指定的培訓。 A person who has provided not fewer than 200 hours of volunteer service and attended not fewer than 20 hours of volunteer training or development activities including a minimum of 10 hours of such provided or prescribed by the Institute in the past 2 years may become an Ordinary Member.	義務工作發展局香港義工團的傑出貢獻獎得主、香港義務工作協會的「專業人士義工服務嘉許計劃」金獎或以上得主或任何獲管理委員會認可之獎項得獎者，均可直接申請成為學會會員。 A recipient of the Outstanding Volunteer Award of Hong Kong Community Volunteers (HKCV) of AVS, the Gold Award or above of the Professional Volunteer Service Accreditation Programme (PVSA) of Hong Kong Council of Volunteering (HKCOV) or any of those awards recognized by the Governing Committee may be considered for Ordinary Membership.	HK\$200
會士 Fellow	申請者須為學會的基本會員，並於過去 3 年內提供不少於 300 小時的義工服務，及出席不少於 30 小時的義工培訓或發展活動，當中須包括最少 15 小時由學會提供或指定的培訓。 An Ordinary Member who has provided not fewer than 300 hours of volunteer service and attended not fewer than 30 hours of volunteer training or development activities including a minimum of 15 hours of such provided or prescribed by the Institute in the past 3 years may become a Fellow.	任何非學會基本會員，若能在過去 10 年，於任何義務工作的領域上充分展示專業精神、良好實踐或成就者，均可直接申請成為學會會士。 紫荊領袖義工獎得主、香港傑出義工獎得主或任何獲管理委員會認可之獎項得獎者均可直接申請成為學會會士。 A person not being an Ordinary Member who has demonstrated substantial professionalism, good practice or achievement in any area of volunteering in the past 10 years may be admitted directly as Fellow. A recipient of Leadership Bauhinia Volunteer Award (LBVA), Hong Kong Volunteer Award (HKVA) or any of those awards recognized by the Governing Committee may be appointed as Fellow.	HK\$250
資深會士 Senior Fellow	申請者須為學會的會士，並於過去 5 年內提供不少於 500 小時的義工服務，及出席不少於 50 小時的義工培訓或發展活動，當中須包括最少 25 小時由學會提供或指定的培訓。 Fellow who has provided not fewer than 500 hours of volunteer service and attended not fewer than 50 hours of volunteer training or development activities including a minimum of 25 hours of such training provided or prescribed by the Institute in the past 5 years may become a Senior Fellow.	非學會基本會員或會士，若能在過去 20 年，於任何義務工作的領域上充分展示專業精神、良好實踐或成就者，均可直接申請成為學會資深會士。 A person not being an Ordinary Member or Fellow who has demonstrated substantial professionalism, good practice or achievement in any area of volunteering in the past 20 years may be admitted directly as Senior Fellow.	HK\$300

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.
- 年費半免優惠適用於年滿 65 歲之長者或全日制學生。
Half annual fee waiver is applicable to senior aged 65 or above and full-time students.
- 如有經濟困難，申請人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.

申請人須知 Notes for Applicants :

- 申請人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 required for admission (e.g., service hours, training hours, certificates of award, etc).
- 基本會員申請、會士及資深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人在服務中所擔當的角色、貢獻、表現及服務成效，並以此展示申請人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 Ordinary Member and for direct admission of Fellow and Senior Fellow shall provide not fewer than two written recommendations certifying the role, contribution, performance and service impact of the applicant from the volunteer-involving organizations, service beneficiaries or other related parties to demonstrate his/ her 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 types;
 - (b) 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;
 - (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) 個人背景，如：體能、精神、社交或經濟上的先天狀況或不足。
Personal background, e.g. gifted or disadvantaged physically, mentally, socially or financially.
- 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.
- 申請人如未能提供上述 (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.
- 倘申請人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 referees of the applicant to confirm his/ her eligibility of admission, in the circumstance that the supporting documents provided are insufficient to prove his/ her volunteering qualifications.

香港義工學會會員申請表格 (個人)

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

此表格適用於申請成為香港義工學會的會員。申請者須年滿 18 歲並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 member of the Hong Kong Institute of Volunteers (HKIoV). Applicant must be aged 18 and 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.

本人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個人會員。
I commit to the cause of HKIoV and determine to advance the sustainable development of volunteerism in Hong Kong. I thereby would like to apply for an individual membership of the HKIoV.

申請會籍級別 Membership applied for : * 此欄必須填寫 These fields must be completed.

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"/> 基本會員 Ordinary Member
<input type="checkbox"/> 直接入會申請 Direct Entry	<input type="checkbox"/> 會士 Fellow
	<input type="checkbox"/> 資深會士 Senior Fellow

申請人資料 Particulars of Applicant :

稱謂 Title * : 教授 Prof 博士 Dr 先生 Mr 女士 Ms
中文姓名 Chinese Name * : _____ (香港身份證 / 護照上的中 / 英文姓名 Chinese and English Name as printed on HKID Card / Passport)
英文姓氏 English Surname * : _____ 名 First Name * : _____ (Please write full name in BLOCK Letters)
性別 Gender * : 男 M 女 F 出生日期 Date of Birth * : _____ (月 MM) _____ (年 YYYY)
電話 Tel No. : (住宅 / Home) _____ (辦公室 / Office) _____ (手提電話 / Mobile) * : _____
傳真號碼 Fax No. : _____ 電子郵箱 E-mail * : _____
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

教育程度 Education Attainment * :

<input type="checkbox"/> 小學 Primary	<input type="checkbox"/> 中學 Secondary	<input type="checkbox"/> 大專 College
<input type="checkbox"/> 學士 Bachelor	<input type="checkbox"/> 碩士 Master	<input type="checkbox"/> 博士 Doctoral

經濟活動狀況 Economic Activity Status * :

<input type="checkbox"/> 主婦 Housewife	<input type="checkbox"/> 在職 Employed	<input type="checkbox"/> 自僱 Self-employed
<input type="checkbox"/> 退休 Retired	<input type="checkbox"/> 學生 Student	

職業 / 退休前職業 Occupation / Occupation before retirement * :

<input type="checkbox"/> 工藝及技術人員 Craft worker and technician	<input type="checkbox"/> 文書支援人員 Clerical support worker	<input type="checkbox"/> 宗教人員 Religious staff
<input type="checkbox"/> 服務工作及銷售人員 Service and sales worker	<input type="checkbox"/> 紀律部隊人員 Disciplined service officer	<input type="checkbox"/> 專上院校教師 Teacher of tertiary institution
<input type="checkbox"/> 經理及行政人員 Manager and administrator	<input type="checkbox"/> 傳媒工作者 Media practitioner	<input type="checkbox"/> 其他 Others (請註明, Please specify) : _____
專業人士 Professional		
<input type="checkbox"/> 工程師 Engineer	<input type="checkbox"/> 化驗師 Chemist	<input type="checkbox"/> 牙醫 Dentist
<input type="checkbox"/> 社工 Social Worker	<input type="checkbox"/> 建築師 Architect	<input type="checkbox"/> 律師 Lawyer
<input type="checkbox"/> 規劃師 Planner	<input type="checkbox"/> 測量師 Surveyor	<input type="checkbox"/> 會計師 Accountant
<input type="checkbox"/> 園境師 Landscape Architect	<input type="checkbox"/> 輔助醫療人員 Allied Health Care Staff	<input type="checkbox"/> 醫生 Doctor
<input type="checkbox"/> 藥劑師 Pharmacist	<input type="checkbox"/> 護士 Nurse	<input type="checkbox"/> 其他 Others (請註明, Please specify) : _____

現職 / 退休前工作所屬界別 Sector of the current job / job before retirement * :

<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"/> 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"/> 航運交通界 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) : _____

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

現職公司 / 退休前任職公司性质 Business nature of current company/ company before retirement:

<input type="checkbox"/> 公營機構 Public Utility	<input type="checkbox"/> 私營公司 Private Company	<input type="checkbox"/> 非牟利機構 Non-profit Organization
<input type="checkbox"/> 政府 Government	<input type="checkbox"/> 其他 Others (請註明, Please specify): _____	

專業知識及技能 Professional knowledge and skills: (可選多項 Multiple entries)

<input type="checkbox"/> 公共關係及宣傳 Public Relations & Promotion	<input type="checkbox"/> 文化藝術 Culture & Arts	<input type="checkbox"/> 外語 Foreign Languages (請註明, Please specify): _____	<input type="checkbox"/> 多媒體製作 Multi-media production
<input type="checkbox"/> 研究調查 Research & Survey	<input type="checkbox"/> 美術及設計 Art & Design	<input type="checkbox"/> 音樂 Music	<input type="checkbox"/> 培訓 / 指導 Training/ Coaching
<input type="checkbox"/> 運動 Sports	<input type="checkbox"/> 電影 / 攝影 / 錄影 Filming/ Photography/ Video Recording	<input type="checkbox"/> 管理 Management Skills (請註明, Please specify): _____	<input type="checkbox"/> 輔導服務 Counselling
<input type="checkbox"/> 寫作及編輯 Writing & Editing	<input type="checkbox"/> 翻譯 Translation	<input type="checkbox"/> 醫療護理 Medical & Nursing	<input type="checkbox"/> 其他 Others (請註明, Please specify): _____

諮詢人 Referees * :

倘若本人 (申請人姓名: _____) 提供的入會資格證明資料不足, 香港義工學會可聯絡下述諮詢人以核實本人之義工資歷。

I, _____ (Name of applicant) authorize Hong Kong Institute of Volunteers to contact my referees stated below to confirm my eligibility of admission, in the circumstance that my supporting documents provided are insufficient to prove my volunteering qualifications.

(1) 諮詢人姓名 Name of Referee: _____	與申請人關係 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: _____	與申請人關係 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 **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)

(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閣下之通訊地址。

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

聲明 Declaration :

本人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。本人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。本人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本人的資料。

I have read carefully the admission criteria and completed the application form as well as provided the required documents for the application. I understand and accept that the application is subject to the final approval of Hong Kong Institute of Volunteers. I 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.

本人不同意香港義工學會及義務工作發展局使用我的個人資料作上述推廣之用途。I **object to** the proposed use of my personal data for the above-mentioned promotion purposes.

申請人簽署

Applicant's Signature : _____

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

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
秘書處

香港西營盤
西源里六號
源輝閣地下及一樓

電話 Tel : (852) 2546 0694
電郵 E-mail : iv@avs.org.hk

Hong Kong Institute of Volunteers
Secretariat

G/F and 1/F, Yuen Fai Court
6 Sai Yuen Lane, Sai Ying Pun
Hong Kong

傳真 Fax : (852) 2559 5142

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!