



香港青年獎勵計劃

THE HONG KONG AWARD FOR YOUNG PEOPLE

# **AYP Guide Book**

香港青年獎勵計劃指南

(2017 年版)

**AYP GUIDE BOOK**

(2017 Edition)

**總辦事處**

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## I. INTRODUCTION

### 1. THE GUIDEBOOK

This Guidebook is published to provide information on the administration and operations of the Scheme. It outlines the structure and procedures for working for the Awards. *For full details on the conditions and requirements, the AWARD HANDBOOK (獎勵計劃手冊) may be consulted.*

#### 1.1 TARGET

For use : OA representative & UU leaders.  
For reference : Committee & Sub-committee members, Section Panels, award leaders, instructors, assessors, supervisors, participants and those who serve as volunteers for the Scheme.

#### 1.2 ALTERATION AND RENEWAL OF INFORMATION

Any alteration of information and material will be sent to Operating Authorities in the form of circular by the Award Headquarters.

#### 1.3 COMMON ABBREVIATIONS

AYP	The Hong Kong Award For Young People
AC	Award Council
AFC	Administration and Finance Committee
OC	Operations Committee
PPC	Publicity and Promotion Committee
COC	Co-ordinating Committee
APA	Award Programmes and Assessment Sub-committee
PANEL	Section Panel
CRS	Expeditions Instructors Central Registration Scheme
CRU	Expeditions Instructors Central Registration Unit
AN	Award Network
OA	Operating Authority
UU	User Unit

## 1.4 GLOSSARY OF TERMS

ASSESSOR	A responsible adult who has considerable knowledge of an Award activity and can assess a young person's improvement in performance within the requirements as laid down in the Award Handbook.
AWARD HOLDER	A person who has gained an Award
INSTRUCTOR	A responsible adult who has considerable knowledge of Award activity, and who teaches, aids, guides and instructs the young person over the required time period within the conditions laid down in the Award handbook. He or she may also act as an assessor in some circumstances.
OA REPRESENTATIVE	A person who represents and is responsible for the administration of the Scheme in the respective OA.
PARTICIPANT	A young person between the age of 14 and 24 who has acquired a Record Book.
SUPERVISOR	A responsible adult who supervise young person while on expedition assessment. He or she may be the instructor or assessor.
UU LEADER	The person who is responsible for the administration of the Scheme in the respective UU.



## 2. THE AWARD SCHEME IN HONG KONG - A BRIEF HISTORY

- 1956 - Launch of the Duke of Edinburgh's Award Scheme
- 1961 - Mr. George Stokes introduced the Scheme into HK, but was available to boys only.
- 1963 - Girls were accepted into the Scheme.
  - Mr. Chan Chau Wing became the first Gold Award Holder in HK.
- 1966 - Miss Vivien Lee became the first female Gold Award Holder in HK.
- 1968 - The Boys' and the Girls' Sections were merged.
  - The Award Committee was set up to coordinate the administration and promotion of the Scheme.
- 1969 - The Scout Association of HK and The HK Girl Guides Association joined as Operating Authorities. This marked the involvement of youth organizations in operating the Scheme.
- 1973 - The Award Office in Homantin was opened.
  - The upper age limit of participants was extended to 24. Thus youngsters from 14 to 24 could join the Scheme.
- 1980 - Mr. KO Shing Chi became the first physically handicapped Gold Award Holder.
  - The Award activities were modified into five sections: service, expedition, skills, physical recreation and residential project.
- 1986 - The 25th Anniversary of the Scheme in HK.
  - Duke of Edinburgh Training Camp in Tai Po was refurbished, and opened by HRH the Duke of Edinburgh.
- 1988 - The new Award Office in Cheung Sha Wan was opened
- 1991 - The 30th Anniversary of the Scheme in HK.
  - HK is honoured to host the Fourth International Award Forum which was chaired by HRH the Duke of Edinburgh and attended by HRH the Prince Edward and over 140 delegates from 54 countries.
- 1993 - The Water Sports Centre in Sai Kung was inaugurated which has now become a training base for all members.
- 1994 - The New Territories Award Centre in Tai Po commenced service.
- 1997 - The Duke of Edinburgh's Award in Hong Kong changed its name & logo to “The Hong Kong Award for Young People” and Global Bird respectively.

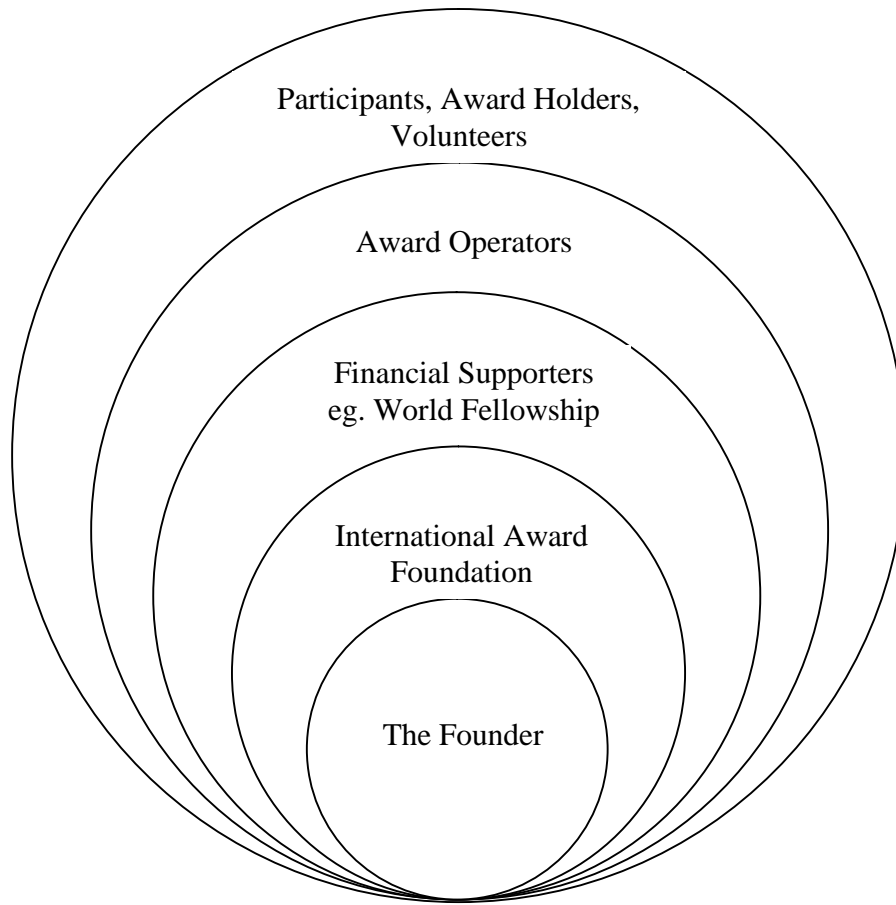
## 2. A Brief History

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- 1998 - The first Gold Award Presentation under the new name to be officiated by our Patron, Mr. Tung Chee Hwa, the Chief Executive of HKSAR
- 2001 - Dr. Ronald Arculli, OBE, JP, our former Award Council Chairman succeeded The Duke of Edinburgh as Chairman of the International Award Association.
- 2002 - Mr. Paul Fan, JP appointed by the Chief Executive of HKSAR to be the Chairman of HKAYP
- 2005 - HK is honoured to host the “International Gold Event 2005” and International Award Forum.
- 2006 - The 45th Anniversary of the Scheme in HK.
- 2008 - Mr. Simon Ho Che Leung, MBE appointed by the Chief Executive of HKSAR to be the Chairman of AYP
- 2010 - Mr. Rock C.N. CHEN, SBS, JP appointed by the Chief Executive of HKSAR to be the Chairman of AYP
- 2011 - The 50th Anniversary of the Scheme in HK.
  - The Award Network was formed.
- 2014 - The Water Sports Centre in Sai Kung was refurbished, and changed its name to The Hong Kong Award for Young People Jockey Club Expeditions Centre
- 2016 - The 55th Anniversary of the Scheme in HK.
  - Mr. LO Yan Lai, JP appointed by the Chief Executive of HKSAR to be the Chairman of AYP
- 2017 - Mr. Rock C.N. CHEN, SBS, JP became Trustees of the International Award Foundation

### 3. INTERNATIONAL AWARD ASSOCIATION

#### 3.1 ESTABLISHMENT AND CONSTITUENTS OF ASSOCIATION



#### 3.2 THE FOUNDER

The Founder, HRH The Duke of Edinburgh, who takes great interest in the fortunes of the Award, needs to be kept informed and has the right to attend any meeting involving constituents of the Award

#### 3.3 INTERNATIONAL AWARD FOUNDATION

The International Award Foundation is a Charitable Company, regulated under English law through its Memorandum and Articles of Association. It is the owner of Award Intellectual Property and Brand and is governed by Board of Trustees. It's Charitable purpose is to advance the adoption and effective administration of the

### 3. International Award Association

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Award in the development of character, good citizenship and education of young people worldwide. It establishes and administers licences and validations of Award Operators (NAOs and IACs).

#### 3.4 FOUNDATION TRUSTEES

The Foundation Trustees are responsible for approving and monitoring annual operational plan for the Foundation. They are custodians of Award's assets, investments, Brand, Fundamental and Operational Principles. They are responsible for setting and reviewing strategy, policy and development; may consult & seek advice from Association. They also provide services and support, via central team and four regional teams, to Award Operators. They appoint the Secretary General as the Chief Executive of the Foundation and such staff as appropriate.

#### 3.5 SECRETARY GENERAL

The Secretary General is responsible to Trustees for management and finances of the Foundation. The Secretary General is accountable to Award Operators for standards, services and support.

#### 3.6 WORLD FELLOWSHIP

The World Fellowship has been established to provide funds for the International Award Foundation. It was created in 1987 by HRH The Duke of Edinburgh to support the long-term development of the Award and the young people it supports. The World Fellowship draws its members from over 52 countries and the network meet to engage with the Award at a series of exclusive events and dinners around the world.

#### 3.7 THE FORUM

Established: as the Assembly of the Association

Purpose: to provide a means of consultation, discussion and mutual cooperation between all

Meetings:

- Every three years
- Chaired by Chairman of Foundation Trustees
- Deputy Chairman nominated by host
- May adopt own rules and procedures

- Composition:
- All constituents with the following provisos:
    - NAOs may send three delegates (Chairman or nominee, operational Director or equivalent & Emerging Leaders or equivalent young person)
    - IACs may send two delegates
    - World & Young Fellows; other supporters by invitation of the Chairman
  - Observers at discretion of Chairman

### **3.8 THE INTERNATIONAL COUNCIL**

Established: as a representative group of the Association

Purpose: to act for the Association between Forums and gives effect to decisions taken at Forums

- Meetings:
- Once a year
  - Chairman appointed by Foundation Trustees
  - Recommendations by consensus
  - May establish subsidiary bodies & Terms of Reference as necessary
  - Consider the interests of the Association during deliberations

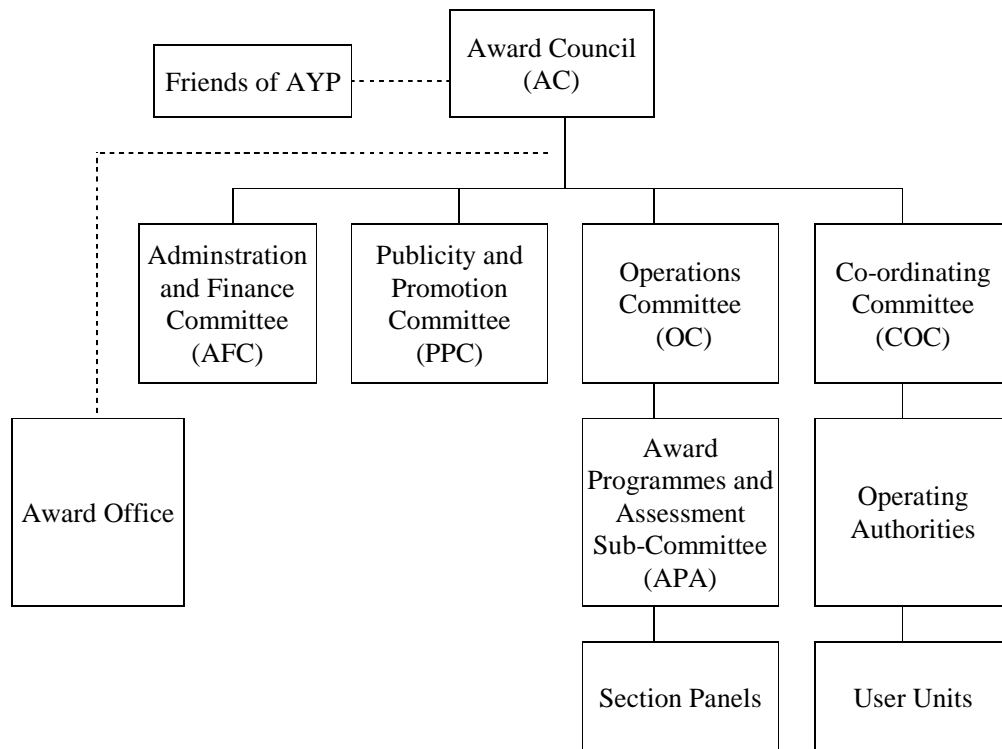
- Composition:
- Foundation Trustees
  - Deputy Chairman of the Association
  - 12 Regional Representatives (3 per Region)
  - 8 Emerging Leaders (2 per Region)
  - Secretary General, Heads of Department, Regional Directors & staff as appropriate
  - IACs & Observers at discretion of Chairman

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## II. STRUCTURE & ORGANIZATION

### 4. ORGANIZATION CHART

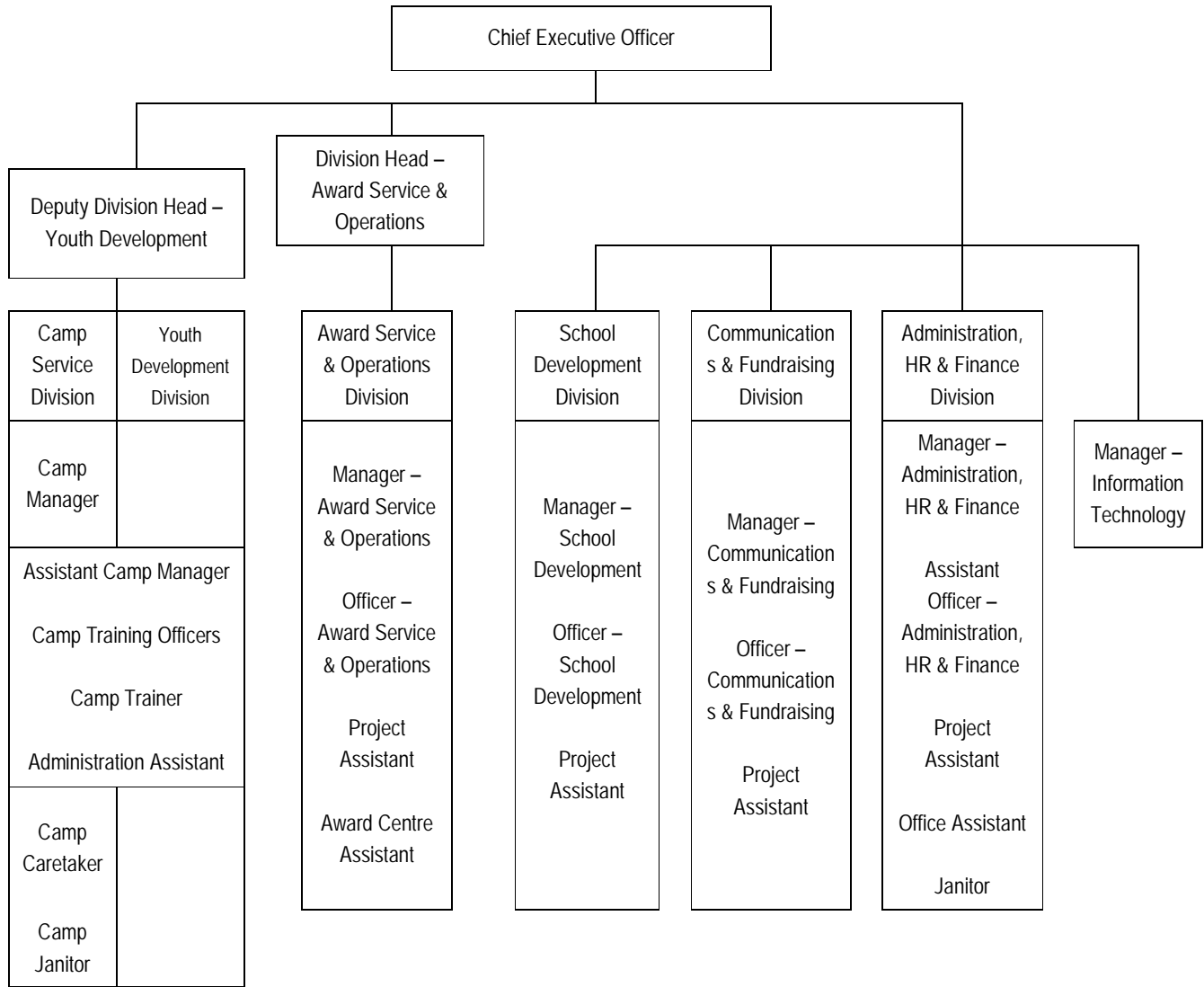
#### 4.1 COMMITTEE STRUCTURE



4. Organization Chart

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**4.2 STAFFING STRUCTURE OF THE AWARD OFFICE**





## **5. COMMITTEES COMPOSITION & FUNCTIONS**

### **5.1 AWARD COUNCIL (AC)**

Membership:

- A Chairman, a Vice-Chairman, an Hon. Treasurer and not more than 22 other members to be appointed by The Chief Executive of the Hong Kong Special Administrative Region.

Main Functions :

- to operate and encourage the development of the Scheme in HK and be responsible for the overall policy and the maintenance of standards.

### **5.2 FRIENDS OF AYP**

Membership:

- individual / establishment who would like to make / have made contribution to the Scheme by either monetary donations, personal involvement or supporting the running of the Scheme in his/her organization / corporation.

Main Functions :

- to advise and support the development of the Scheme in HK, and to assist the Scheme in gaining public acceptance.

### **5.3 ADMINISTRATION AND FINANCE COMMITTEE (AFC)**

Membership:

- a Chairman and all members to be appointed by the AC from its members;
- the Chairman can appoint another member from the Committee who is a Council member as deputy Chairman.

Main Functions :

- to prepare the accounts and budgets, to supervise budgetary control and to administer all matters related to the Scheme's office premises, training camp and other related facilities

#### **5.4 OPERATIONS COMMITTEE (OC)**

Membership:

- a Chairman and all members to be appointed by the AC;
- the Chairman can appoint another member from the Committee who is a Council member as deputy Chairman.

Main Functions :

- to consider the recommendations of the sub-committees and to supervise the operations of the Scheme at OAs and Panels levels.

#### **5.5 PUBLICITY AND PROMOTION COMMITTEE (PPC)**

Membership:

- A Chairman and a Vice-Chairman to be appointed by the Award Council from its members;
- All members to be appointed by the Award Council.

Main Functions :

- To make recommendation on matters concerning the promotion of general awareness and the development of the Award Scheme;
- To be responsible for public relations and publicity of the Award Scheme in Hong Kong and abroad, and to maintain contact with other National Award Authorities and the International Secretariat.

#### **5.6 CO-ORDINATING COMMITTEE (COC)**

Membership:

- a Chairman and a Vice Chairman to be appointed by the AC from its members
- members :
  - 1) representative from each OA
  - 2) Conveners of the Section Panels
  - 3) other members to be co-opted by the committee

Main Functions :

- to liaise with the OAs and Section Panels, to coordinate their activities and to receive reports on their progress.
- To report and make recommendations to the Award Council and to convey to any other committee any suggestions which may assist the Scheme

### **5.7 AWARD PROGRAMMES AND ASSESSMENT SUB-COMMITTEE (APA)**

#### Membership:

- a Chairman to be nominated by the OC from one of its members and approved by the AC.
- a Vice-Chairman to be appointed by the OC.
- members :
  - 1) Conveners of the Section Panels
  - 2) representative from each autonomous OA
  - 3) not more than 6 other members with expertise in related fields to be co-opted by the sub-committee and approved by the OC.

#### Main Functions :

- to review the administration and supervision of Award programmes and consider suggestions for changes in relation to contents, standards, assessment, training and recruitment of Panel members, assessors or instructors.
- to consider appeals from OAs on matters relating to Award programme and assessment.

### **5.8 SECTION PANELS (Panel)**

#### Membership:

- a Convener to be appointed by the OC
- other members to be co-opted by the Panel

#### Main Functions :

- to keep under constant review of the Award Programmes and recommend to the Award Programmes and Assessment Sub-committee modifications as appropriate.
- to achieve the objectives of the Scheme by giving advice and guidance to OAs and the young people; conduct lectures and seminars; appoint assessors and endorse the assessments at the Gold level.

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## **6. OPERATING AUTHORITIES (OA)**

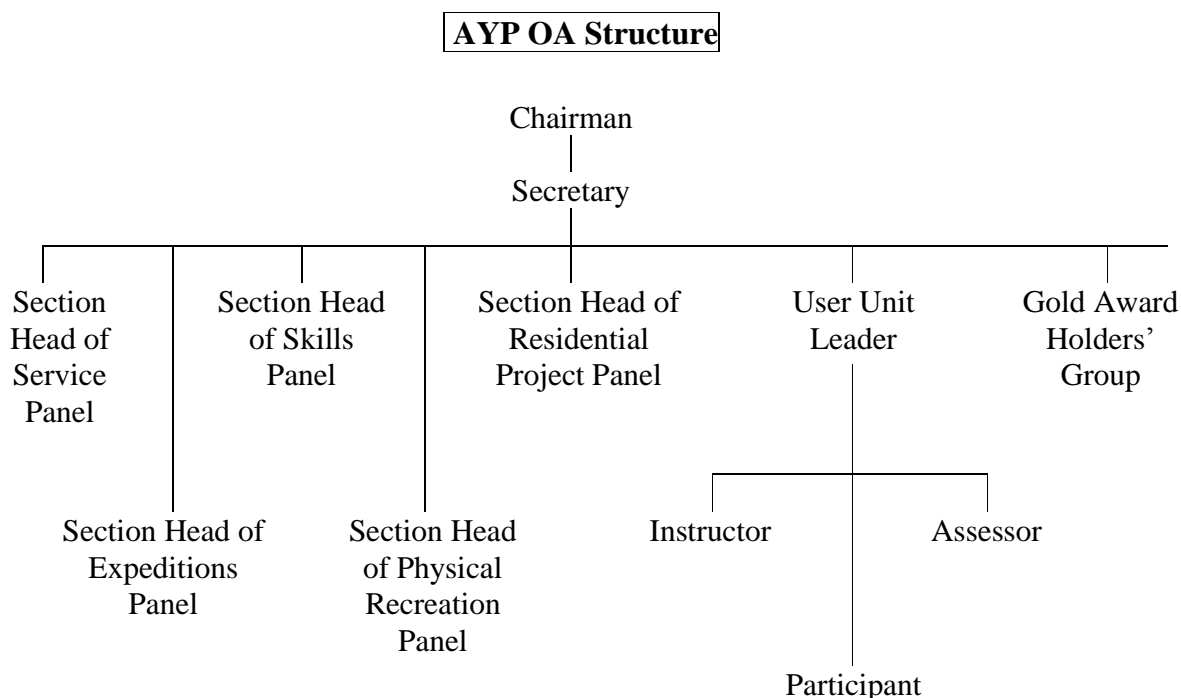
### **6.1 RESPONSIBILITIES OF AN OPERATING AUTHORITY**

The OA is licensed by the HKAYP to carry out the Award Scheme according to the Scheme's objectives and the conditions of the Award. It is authorised:

- 1) To publicize the Scheme, to advise, guide and assist young people within the age bracket to join the Scheme.
- 2) To provide young people with Record books and other Award literature.
- 3) To recruit volunteers, to appoint instructors and assessors.
- 4) To keep and update records of participants, volunteers and instructors.
- 5) To organize Award activities, training and assessment.
- 6) To organize talks to young people who are interested in the Award Scheme, let them have basic understanding of the Award Scheme.
- 7) To ensure the safety and well-being of the participants, arrange insurance coverage if necessary.
- 8) To obtain parental consent for those participants who are under the age of 18.
- 9) To approve the activity plan for Bronze and Silver levels and be responsible for such assessments (autonomous OAs are responsible for Gold level assessment as well), to ensure the operation of the Scheme in their unit meet the requirements stated in the Award Handbook, and that the standards of the Award are upheld at all times.
- 10) To authorize the Bronze and Silver Awards.
- 11) To submit to the Award Office the statistical return half-yearly.
- 12) To establish User Units if necessary.
- 13) To provide guidance and assistance to the User Units to make sure the smooth running of the Award Scheme and participants fulfill the Award requirements.
- 14) To recommend modifications on the Scheme to the COC as may be required from time to time to suit the local situation.
- 15) To liaise with the Award Office and other OAs/UUs in the running of courses.

## 6.2 PROPOSED STRUCTURE OF AN OPERATING AUTHORITY

### 6.2.1 Proposed Model



### 6.2.2 OA Committee

An OA Committee might be set up to assume the overall responsibilities for the OA. It is suggested that the Committee should meet at least once every six months. The membership of the Committee might include a Chairman, a Secretary, Heads of Five Section Panels, User Unit Leaders / Representatives and Gold Award Holders' Group. Their responsibilities are as follows:

- A Chairman is a person who needs to ensure that the Scheme is running smoothly and successfully in its own establishment in accordance with the requirements of the Award Handbook and Guidebook. He/She is usually the OA Representative;
- Five Section Panel Heads are responsible for the Five Section activities and approval;
- User Unit Leaders are the coordinators in the operation of the Scheme within the User Units. Their responsibilities might include appointment of instructors and assessors;

- The main duty of the Gold Award Holders' Group is to coordinate its Gold Award Holders, so that they might continue to feedback the Scheme.

Members of the Committee are required to attend the Induction Training organized by the Award Office.

### 6.2.3 OA Representative

The OA representative, usually the Chairman of the OA Committee, is an ex-officio member of COC and should keep in close contact with the Award Office and Section Panels. He/She must be familiar with the aims and requirements of the Scheme, ensure that the Scheme is running smoothly and successfully in its own establishment while at the same time upkeep the standards and requirements of the Award at all times as stipulated in the Award Handbook and Guidebook. .

## 6.3 HOW TO BECOME AN OPERATING AUTHORITY

### 6.3.1 CRITERIA

On becoming an OA, the organization or institution should have:

- 1) fifty candidates;
- 2) at least one staff member to be responsible for the operations and administration of the Scheme including records keeping;
- 3) to form a committee and at least three committee members have attended the Induction Training organised by the Award Office;
- 4) an acceptable degree of expertise and motivation in its leaders;
- 5) sufficient financial resources for its effective operations.

### 6.3.2 APPLICATION

A projected schedule of activities for the following six months should be prepared in writing and submitted together with the application. The said schedule should cover the following in detail:

- i. courses to be arranged
- ii. facilities
- iii. instructors

### 6.3.3 OA LICENCE

Licensed OA will be presented with an OA Licence.

## 6.4 HOW TO APPLY FOR AUTONOMY IN GOLD LEVEL ASSESSMENT

An OA with autonomy in Gold level assessment could conduct trainings, interview and assessment for the Gold level candidates with the help of recognized instructors and assessors.

### 6.4.1 CRITERIA

The OA concerned should:

- 1) have already been licensed for at least five years;
- 2) have a pool of qualified instructors and assessors for the five sections so as to conduct Gold level assessment;
- 3) have a comprehensive instructors and assessors database so as to send an updated list of instructors and assessors to the Award Office for record purpose;
- 4) have a well-established assessment procedures so as to ensure that the policy, basic conditions and standards of the Scheme are being observed.

### 6.4.2 APPLICATION

Application for autonomy on Gold level assessment should include the following items:

- 1) Present Development
  - OA structure
  - Financial support
  - Pool of instructors and assessors



- Awards gained in the past 5 years
- 2) Future Development
- 3) Reasons for Application

All applications will be passed on to the Operations Committee for approval and the Award Council for endorsement.

#### 6.4.3 AUTHORIZATION OF AWARDS

Although Gold level assessment could be conducted by the Autonomous OA, the usual practice of filling in the "Gold Award Attainment Form" and submission of Record Book should be adhered to. This should be done according to the deadline set by the Award Office every year before the Gold Award Presentation.

## 6.5 RESPONSIBILITIES OF A USER UNIT

Responsibility for the operations of the Award Scheme is delegated from the OA to UU, and includes the followings : -

1. To publicize the Scheme, to advise, guide and assist young people within the age bracket to join the Scheme.
2. To provide participants with Record books and other Award literatures.
3. To recruit volunteers, to appoint instructors and assessors.
4. To keep and update records of participants, volunteers and instructors.
5. To organize Award activities, training and assessment.
6. To organize talks to young people who are interested in the Award Scheme, let them have basic understanding of the Award Scheme.
7. To give guidance to the participants and assist them to fulfill the Award's requirements.
8. To ensure the safety and well-being of the participants, arrange insurance coverage if necessary.
9. To obtain parental consent for those participants who are under the age of 18.
10. To approve the activity plan for Bronze and Silver levels and be responsible for such assessments (autonomous OAs are responsible for Gold level assessment as well), to ensure the operation of the Scheme in their unit meet the requirements stated in the Award Handbook, and that the standards of the Award are upheld at all times.
11. To authorize the Bronze and Silver Awards
12. To submit to the Award Office (via the OA) the statistical return half-yearly.
13. To liaise with the Award Office and other OAs/UUs in the running of courses.

## **7. SERVICE UNITS**

### **7.1 AWARD OFFICE**

#### **7.1.1 LOCATION**

Nos. 301-309, 3/F, Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.

#### **7.1.2 ENQUIRY**

Tel            2157 8600  
Fax            2725 1577  
Email         [award@ayp.org.hk](mailto:award@ayp.org.hk)  
Web site      [www.ayp.org.hk](http://www.ayp.org.hk)

### **7.2 KOWLOON AWARD CENTRE**

#### **7.2.1 LOCATION**

Nos. 301-309, 3/F, Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.

#### **7.2.2 OPENING HOURS**

Monday to Friday, 6:30 p.m. to 9:30 p.m.

#### **7.2.3 SERVICES**

- 1) Training courses and facilities
- 2) Loan of camping equipment
- 3) Sales of Award supplies
- 4) Storage of log book and Record Book

#### **7.2.4 ENQUIRY**

Tel    2157 8600  
Fax    2725 1577

**7.3 N.T. AWARD CENTRE**

**7.3.1 LOCATION**

Nos. G1&G2B, Wan Loi House, Wan Tau Tong Estate, Tai Po, N.T.

**7.3.2 OPENING HOURS**

Monday to Friday, 6:30 – 9:30 p.m.

**7.3.3 SERVICES**

- 1) Training courses and facilities
- 2) Loan of camping equipment
- 3) Sales of Award supplies
- 4) Storage of log book and Record Book

**7.3.4 ENQUIRY**

Tel 2638 4655

Fax 2685 1518

**7.4 DUKE OF EDINBURGH TRAINING CAMP**

**7.4.1 LOCATION**

90 Hang Ha Po Village, Lam Tsuen, Tai Po, New Territories.

Under reconstruction. Expected to re-open in 2019.

## **7.5 JOCKEY CLUB EXPEDITIONS CENTRE**

### **7.5.1 LOCATION**

DD 256, Tai Mong Tsai Road, Tsam Chuk Wan, Sai Kung, N.T..

### **7.5.2 FACILITIES**

INDOOR: 1) Conference Room

OUTDOOR: 1) Tenting  
2) Cooking Area  
3) Activity Area 1  
4) Activity Area 2  
5) Shower  
6) Boat Shelter  
7) Adventure Wall

### **7.5.3 ACTIVITIES**

1) Dragon Boat  
2) Kayak  
3) Wild Camp  
4) Rafting  
5) Hiking  
6) Adventure Wall

### **7.5.4 SERVICES PROVIDED**

1) Meals and barbecue can be arranged for campers  
2) Recreation and Sports equipment can be borrowed  
3) Camp instructors are provided for the above mentioned activities

### **7.5.5 CAPACITY**

Residential Camp : 50  
Day camp : 50

### 7.5.6 BOOKING PROCEDURES

- 1) The applicant for the group must be over 18 years of age.
- 2) All booking forms should be duly completed and returned to the camp six months before the date of hire. For booking of full camp, application can be done 1 year before.
- 3) Telephone booking is possible for remaining slots two weeks prior to the date of hire.

*Enquiry and booking:*

<i>(Tel)</i>	2791 4321
<i>(Fax)</i>	2652 1267
<i>(Email)</i>	<a href="mailto:campservice@ayp.org.hk">campservice@ayp.org.hk</a>
<i>(Web site)</i>	<a href="http://www.ayp.org.hk/campservice/">http://www.ayp.org.hk/campservice/</a>

### **III. OPERATING THE SCHEME**

## **8. GENERAL ADMINISTRATION**

### **8.1 ENROLMENT OF PARTICIPANTS**

For those who are interested in joining the Scheme, the Award leaders should:

- 1) check whether the participant falls within the age range stipulated by the Scheme.
- 2) organize orientation for participants to give them a general knowledge of the Scheme; and
- 3) issue Record books to participants.
- 4) obtain parental consent

(Participants below the age of 18 should get parental consent before entering any kind of AYP activities. It is desirable to obtain parental consent, not only to satisfy the legal requirements but also to arouse their interest and support. Their encouragement may inspire participants to persevere when the initial novelty has worn off.)

### **8.2 RECORD KEEPING**

UUs are to keep up-dated records of the participants activities. It is also the responsibilities of all UUs and OAs to keep accurate records and submit statistical return half-yearly. (Form 1 and 2)

Any young people who are in possession of a Record Book and within the stipulated age range will be counted as a 'AYP participant'. Under the following conditions, a participant will be counted as 'drop-out' from an OA:

- 1) Resigned/reported withdrawn
- 2) Over age (over 25 years of age and without extension granted)
- 3) Change to another Operating Authority/country
- 4) Dead
- 5) Lost contact over one year

### **8.3 TRANSFER OF PARTICIPANTS TO ANOTHER OPERATING AUTHORITY**

When a participant joins another OA in HK, the “transfer slip” of the Record Book must be completed and signed by representative of the present OA. The participant shall then forward the Record Book to the OA which he/she intends to join for necessary registration procedure. In such connection, the new OA/UU and the date of transfer should state clearly in page 2 of the Record Book.

### **8.4 TRANSFER OF PARTICIPANTS TO ANOTHER COUNTRY**

When a participant moves to another country and wants to continue with the Scheme there, the “transfer slip” of the Record Book must be completed and signed by representative of present OA. The page, together with a notification letter, should then be forwarded to the Award Office for further arrangements.

To find the countries which deliver the Award Scheme, please visit the following website: <https://www.intaward.org/near-you>

### **8.5 APPEAL ON AWARD PROGRAMMES & ASSESSMENT STANDARDS**

Participants/volunteers/Award leaders may appeal to the APA against any partiality, misjudgement or inconsistency in the standards of assessment arising in the course of Gold level assessment.

The information sheet (Form 3) should also be submitted for making such an appeal and the appellant may be required to explain the case at the Sub-committee meeting.

### **8.6 APPLICATION FOR UPPER AGE EXTENSION**

Extensions beyond the upper age limit can only be considered where illness, accident or other unavoidable circumstances make this necessary.

OA should submit the application (Form 4) to the Award Office two months before the 25th birthday of the applicant. Application is subjected to approval of the OC.

OAs are requested to take notice of the following guidelines before submitting the application:



1) Reasons for extension

Participants should have sufficient grounds to show that the delay in Award activities is caused by illness, accident or under unavoidable circumstances rather than their poor planning.

2) Progress of activities

All the five sections' activities should have already been started before the time of application. It is desirable that at least three or four out of the five sections' activities have been completed at the time of application

3) Period of extension requested

The general extension period granted is from 3 months to a maximum of 1 year. However, the OC may also take into consideration the actual needs of each individual case.

4) Recommendations from OA and Award Office

Comments from various sources concerned should be obtained before the application is brought for discussion at the OC meeting.

## **8.7 APPLICATION FOR AYP PROGRAMME FUND**

The aim of the AYP Programme Fund is to encourage and promote Award activities carried out both locally and elsewhere.

1) Applicants

- i. AYP Participants/adult helpers undertaking or promoting Award activities.
- ii. Recognised AYP groups undertaking or promoting Award activities.

2) Application and Selection Period

- i. Applications (Form 5), in either English or Chinese, should be made

## 8. General Administration

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through the sponsoring Operating Authorities to the Award Office. They will be considered in June and December of each year. Deadline for submitting application for each round of assessment will be the 15th of May and November of each year.

- ii. If there are applications that do not meet with the deadline, special considerations can be arranged as long as funding is available. However, such applications must be submitted to the Award Office two months before the programme commence.
- iii. Application forms are obtainable from the Award Office, The Hong Kong Award for Young People, Nos.301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.
- iv. Assessment period will usually take about two months. After decision for granting funds have been completed, applicants will be informed of the results in writing.

### 3) Selection Procedures

- i. Applications will be considered by the Operations Committee.
- ii. Applicants may be required to attend an interview arranged by the Operations Committee.
- iii. Preference will be given to applications which will benefit the most number of applicants at the least cost, or to activities benefiting the AYP programme as a whole.

### 4) Selection Criteria

- i. Applicant's/Applicant group's background and financial need.
- ii. Nature of the activity
  - whether there is sound planning behind the activity;
  - necessity for financial assistance;
  - possibility of obtaining financial assistance from other sources
- iii. Ability to contribute to the Scheme upon completion of the activity.
- iv. Preference will be given to activities which help to promote the Scheme's image both locally and elsewhere.

- v. Preference will be given to pioneering activities with innovative ideas.
- vi. Under normal circumstances, purchase of equipment will not be supported

5) Financial Regulations

- i. The grant may not cover the full expenses of the activity. Unless otherwise advised by the Operations Committee, the maximum fund grant for each participant (including candidates, assessors, instructors and award leaders) in the same activity is HK\$3,000 and the maximum grant is HK\$50,000.
- ii. A detailed budget including a statement of estimated income from all sources and expenses to be incurred for the proposed activity should be given in the application form.
- iii. Payment will normally be made in the form of reimbursement. An evaluation report, together with a statement of Income & Expenditure, certified vouchers and copies of candidates' record book (*the first page of record book and the completed page of the respective Section*) should be submitted via Operating Authorities to the Award Office within three months upon the completion of the project. The Operations Committee will keep track of the record for those applicants which failed to provide record book copies of candidates. The record will be taken into consideration for future applications.
- iv. After approval has been granted from Operations Committee, payment in advance of not more than 50% of the approved amount, may be entertained under special circumstances and upon special request unless otherwise advised by the Operations Committee. Such request will be referred to the Chairman of the Operations Committee for final decision. An interim financial report may be required if the Operations Committee deems it necessary
- v. In the event of procrastinating the date of proposed activity, applicant should make a request in writing to Operations Committee for approval. The Operations Committee will consider each request individually and will grant a maximum of 6 months (from the original proposed date of activity). In the event of changes during the progress of the activity, alternations should be reported to the Operations Committee for approval.

## 8. General Administration

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- vi. The Operations Committee reserves the right not to disburse the full awarded amount if the activity is found to be progressing unsatisfactorily.

### 6) Important Note

The Operations Committee reserves the right to alter the application criteria and regulations as and when necessary.

The programme fund should be used to subsidize, in majority, candidates to complete the three Awards and less in ratio for other participants.

## **8.8 APPLICATION FOR DR. IRENE TANG AYP INTERNATIONAL EXCHANGE PROGRAMME FUND**

The aim of the Dr. Irene Tang AYP International Exchange Programme Fund is to support AYP participants and volunteers from various backgrounds, with limited means, to take part in AYP's international exchange programmes. It also helps AYP participants and volunteers in personal development, improving interpersonal skills, leadership development and building a greater sensitivity and awareness of the global issues through participating in AYP's international exchange programmes.

### 1) Applicants

- i. AYP participants/volunteers undertaking AYP's international exchange programmes or training.

### 2) Application Requirements

- i. International exchange programmes refer to those programmes held outside Hong Kong and with most of the time for the participants to get along and communicate with the participants/residents of the territory or other parts of the world.
- ii. First priority will be given to applicants who are in need of financial assistance.
- iii. Applicants must be AYP participants or volunteers using the outbound experience as their Gold Level Award activity or AYP training respectively. Priority will be given to those participants or volunteers

who will use this outbound programme as their final Award activity before attaining their Gold Award or AYP train the trainers' workshop/seminar respectively.

- iv. Applications will be considered as long as the funding is available.
- v. If other funding is sought and granted, applicants should spend all such fund first. This Fund when granted will be reduced by the same amount to cover the expenses not adequately financed by other funds.

3) Application and Selection Period

- i. Application should be submitted through the recognized AYP groups to the Award Office at least 6 weeks before the programme commenced.
- ii. Application forms (Form 6.1 – Individual Application or Form 6.2 – Group Application) are obtainable from the Award Office, Nos. 301 – 309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. Application forms can also be downloaded from our website, [www.ayp.org.hk](http://www.ayp.org.hk).
- iii. Assessment period will usually take about one month. After decision for granting funds have been made, applicants will be informed of the results in writing through their sponsoring AYP groups.

4) Selection Procedures

- i. Applications will be considered by the Operations Committee.
- ii. Applicants may be required to attend an interview arranged by the Operations Committee if and when necessary.

5) Selection Criteria

- i. Applicant's background and financial need.
- ii. Applicant's Award-gaining progress.
- iii. Nature of the programme.

## 8. General Administration

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- iv. Applicant's exchange experience.
- v. Ability to contribute to the Scheme upon completion of the activity.

### 6) Financial Regulations

- i. The grant for each qualified applicant may not cover the full expenses of the programme. Unless otherwise advised by the Operations Committee, the maximum grant is HK\$3,000 for each participant. The items funded should be basic and essential to the programme (e.g. airline tickets, local transportation, meal, hostel and basic programme fee) excluding equipment fee, travel insurance, medical precautions and other visa and travel document application fees. Any expenses beyond the very basic will not be supported.
- ii. The Operations Committee may consider giving full subsidy to those applicants who are in need of financial assistance. However, applicants need to submit supporting document of their financial situation.
- iii. Payment will normally be made in the form of reimbursement. Payment in advance of not more than 50% of the approved amount may be entertained under special circumstances and upon request in writing (supporting document may be required). The Operations Committee may consider giving full payment in advance to those applicants who are in special need of financial assistance.
- iv. In the event of procrastinating the date of applied programme, the applicant should make a request in writing to the Operations Committee for approval. Each request will be considered individually and a maximum of 3 months (from the original date of the programme) will be granted. In the event of changes during the progress of the programme, alterations should be submitted to the Operations Committee for approval.

### 7) Important Note

Dr. Irene Tang and The Hong Kong Award for Young People reserves the right to alter the application criteria and regulations as and when necessary.

## 9. AUTHORIZATION AND PRESENTATION OF AWARDS

### 9.1 AUTHORIZATION OF AWARDS

After a participant completes all his/her activities and has the work signed by appropriate assessors, the Award may be authorized.

	Bronze Level	Silver Level	Gold Level
1.	OA representative fills in the page “Award Authorisation” of the Record Book.		Activities endorsed by each Section Panel.
2.	Complete the “Notification of Attainment of Bronze Award” and return to the Award Office.	Complete the “Notification of Attainment of Silver/Gold Award” and return to the Award Office.	Complete the “Notification of Attainment of Silver/Gold Award” and return together with the Record Book to the Award Office.
3.			The AC Chairman will sign on page “Award Authorisation” of the Record Book as approval.

### 9.2 PRESENTATION OF CERTIFICATES & BADGES

Bronze	<ul style="list-style-type: none"> <li>- OAs might collect certificates and badges in Award Office and distribute to recipients.</li> <li>- The uncollected certificates and badges would be delivered to OAs within the first 7 working days bimonthly. Certificates and badges would be distributed to the recipients through OAs.</li> </ul>
Silver	<ul style="list-style-type: none"> <li>- Certificates would be presented at the Silver Award Presentation Ceremony organized by Award Office. Badges would be given to recipients on the day of the Presentation.</li> <li>- The uncollected certificates and badges would be delivered to OAs within 3 weeks after the Presentation. Certificates and badges would be distributed to the recipients through OAs.</li> </ul>

Gold	<ul style="list-style-type: none"><li>- Certificates would be presented at the Gold Award Presentation Ceremony organized by Award Office. Badges would be given to recipients on the day of the Presentation.</li><li>- The uncollected certificates and badges could be obtained by recipients in person at Award Office within 6 months after the Presentation. by the recipient in person in the Award Office within 6 months after the Presentation.</li></ul>
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### 9.3 PARTICIPANT RECEIVING CERTIFICATE IN ANOTHER COUNTRY

A participant, after completing all the Award activities at a particular level, may receive his / her certificate in another country if necessary, but subject to the arrangement of the National Award Authority (NAA) in that country.

The following procedures should be observed:

- 1) Arrange authorization of Award.
- 2) Inform Award Office

Bronze	OA should submit a letter together with the Record Book to the Award Office after authorization of Award.
Silver	OA should submit a letter together with the Record Book and “Notification of Attainment of Silver/Gold Award” to the Award Office after authorization of Award.
Gold	After the activities have been endorsed by each Section Panel, OA should submit a letter together with the Record Book and “Notification of Attainment of Silver/Gold Award” to the Award Office.

- 3) The letter has to be specified with the name, future address and Award level of the recipient.
- 4) The recipient will then be requested to collect the Record Book and the badge at the Award Office before he / she leaves Hong Kong.
- 5) The certificate will be forwarded to the NAA concerned via the International Secretariat. Recipient will be informed of the presentation arrangement in due course upon arrival at that country.



#### **9.4 REPLACEMENT OF CERTIFICATE AND BADGES**

Replacement of certificates or badges can be obtainable in the Award Office. Participant should bring along a letter from the Operating Authority certifying the loss of certificate or badge. The term of “replacement” would be printed on the replaced certificate and signed by the Chairman of Award Council.

Fees for replacement are as follows:

- Bronze - \$100.00 per badge / certificate
- Silver - \$200.00 per badge / certificate
- Gold - \$300.00 per badge / certificate

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## **10. RECRUITMENT AND TRAINING OF ADULT VOLUNTEERS**

### **10.1 QUALIFICATIONS AND APPOINTMENT**

Any adult may act as instructor/assessor if he/she is mature and interested in the well being of young people.

The approval of an individual as a suitably qualified instructor/assessor rests entirely with the OA. Suitability in some fields may be indicated by recognised qualifications and in others by the knowledge and experience which individuals are known to possess.

Appointment as Bronze/Silver/Gold level instructor and Bronze/Silver level assessor may be made by OA, whereas Gold level assessor shall be appointed by Award Headquarters/Autonomous OA.

In case of needs, OA can refer to the Award Office for assistance, as we have maintained a list of volunteers helping in the Scheme. Moreover, Award Holders, in particular those who have attained Gold Award, can give valuable assistance in helping others to gain Awards. OAs are strongly recommended to recruit them as helpers.

### **10.2 TRAINING**

It is essential that adult helpers have a basic knowledge of the conditions and requirements plus a understanding of the "spirit" of the Scheme. Induction training for new leaders should incorporate the following points:

- 1) The philosophy of the Scheme
- 2) Overall structure and general conditions
- 3) Aims and requirements of the five sections
- 4) Operational procedures and methods

CDs, promotional and training material help to make these courses more interesting and resources can be obtained from the Award Office.

OAs must ensure that training are arranged for new leaders as well as providing refresher courses for experienced leaders on new developments within the Scheme and to foster a closer relationship.

### **10.3 EXPEDITIONS INSTRUCTORS CENTRAL REGISTRATION SCHEME (CRS)**

All Expeditions Instructors must be registered under the Expeditions Instructors Central Registration Scheme (CRS). Under normal circumstances, the tenure of registration will last for 3 calendar years. Re-registration is required upon the date of expiry.

New instructors are required to attend Expeditions Instructors Training Courses organized by OAs according to the “Guidelines on Training Expeditions Instructors/Assessors” in the AYP Handbook. Upon completion of the course, the OA concerned may nominate their newly appointed instructors to join the CRS.

In order to be re-registered, those registered Expeditions instructors must provide service in conducting Expeditions training and attend Expeditions related self-enhancement training. A total of 30 hours are required during the tenure of registration (At least 10 hours of Expeditions service and 5 hours of self-enhancement training is required).

List of registered instructors, with information including name of instructor, registration number, registration expiry date, OA, Specialty & Level and can be found on AYP Website.

### **10.4 CODE OF CONDUCT FOR VOLUNTEERS**

- 1) Volunteers should adhere to the aims and principles of The Hong Kong Award of Young People and comply with the rules and regulations as stipulated by the Award Scheme.
- 2) Volunteers should serve as a role model by exemplifying good practice and conduct to the participants.
- 3) Volunteers should give proper concern and guidance to the participants. In providing service to them, they should try to create a friendly atmosphere but intimate behavior with participants should be avoided.
- 4) Volunteers should not impose his/her political and religious values to participants.
- 5) When providing service or participating in activities, volunteers should pay special attention to participants’ and their own safety.

- 6) Volunteers should respect privacy of participants. Special care should be taken when handling any personal data to prevent any abuse, unauthorized disclosure or misuse of information and to ensure compliance with the Personal Data (Privacy) Ordinance.
- 7) Volunteers should avoid any conflict of interest situation or the perception of such conflicts. They should not misuse their position or authority to pursue their own private interests. Under the Prevention of Bribery Ordinance, any person who, without the permission of the organization, solicits or accepts an advantage as a reward or inducement for doing any act or showing favour in relation to the latter's business, commits an offence. The person offering the advantage also commits an offence.
- 8) Volunteers should attend proper training provided. Not only can it help to improve the service quality but also it enhances their personal growth and development.

## 10.5 VOLUNTEERS RECOGNITION SYSTEM

To extend encouragement and appreciation to those devoted volunteers, the following volunteers recognition system was set up.

Certificate of Appreciation (3 Years)	This Certificate is signed by Chairman of the Award Council. It will be presented to volunteers who have performed exceptional service for more than 3 full years or have contributed substantially to the Scheme.
Certificate of Appreciation (7 Years)	This Certificate is signed by the Chief Executive, Hong Kong Special Administrative Region. It will be presented to volunteers who have performed exceptional service for more than 7 full years or have contributed substantially to the Scheme.
Certificate of Recognition	This Certificate is signed by the Chief Executive, Hong Kong Special Administrative Region. It will be presented to volunteers who have performed outstanding service for at least 10 years or have contributed substantially to the Scheme
Long Term Service Badges of Recognition (20 Years, 30 Years, 40 Years, 50 Years, 60years)	These badges are designed for those volunteers who have performed outstanding service for at least 20/30/40/50/60 years to the Scheme

## *10. Recruitment and Training of Adult Volunteers*

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The Certificate of Appreciation and Certificate of Recognition will be presented in the annual Silver Award Presentation and Gold Award Presentation. Recipients of the Long Term Service Badges of Recognition will be recognized at remarkable events of the Award Scheme.

Replacement of Certificate of Appreciation and Certificate of Recognition could be obtainable in the Award Office. Adult volunteers should bring along a letter certifying the loss of certificate. A fee of HK\$100 would be charged for the replacement of certificate. The term of “replacement” would be printed on the replaced certificates signed by the Chairman of Award Council.

## 11. INSURANCE POLICY

### 11.1 TERMS OF THE INSURANCE POLICY

The HKAYP has effected a policy on Group Personal Accident to participants/instructors/assessors. Participants/instructors/assessors may be eligible to claim if they sustain any bodily injury caused solely and directly by violent accidental external and visible means and being the sole and direct cause of death or disablement or medical expenses whilst engaging in any Award activities, including service, expeditions, skills, physical recreation and residential projects.

*\*The detailed insurance policy is available in the Award Office upon request of OA.*

#### 11.1.1 INSURANCE COVERAGE FOR PARTICIPANTS

- 1) Age Limit : 12-26
- 2) Geographical Limit : within Hong Kong
- 3) Coverage :

Compensation to the insured in sustaining the following events during HKAYP activities organized by Award Office or Operating Authorities / User Units including Service, Expeditions, Skills, Physical Recreation and Residential Project.

- i. Death ..... HK\$40,000.00
- ii. Permanent total disablement ..... HK\$40,000.00
- iii. Permanent partial disablement ..... depends on the degree of disablement
- iv. Medical expenses ..... HK\$2,100.00

**NB** \* *The Insurance Company is not liable for the first HK\$100.00 of medical expenses*

\* *Items (ii) & (iii) are not applicable to the handicapped participants.*

### 11.1.2 INSURANCE COVERAGE FOR INSTRUCTORS/ASSESSORS

- 1) Age Limit : 15-75 (benefit reduced to 50% for over 75)
- 2) Geographical Limit : within Hong Kong
- 3) Coverage :

Compensation to the insured in sustaining the following events during HKAYP organized by Award Office or Operating Authorities / User Units activities including Service, Expeditions, Skills, Physical Recreation and Residential Project.

- |                                    |       |                                      |
|------------------------------------|-------|--------------------------------------|
| i. Death                           | ..... | HK\$100,000.00                       |
| ii. Permanent total disablement    | ..... | HK\$100,000.00                       |
| iii. Permanent partial disablement | ..... | depends on the degree of disablement |
| iv. Medical expenses               | ..... | HK\$2,100.00                         |

**NB** \* *The Insurance Company is not liable for the first HK\$100.00 of medical expenses*

\* *Items (ii) & (iii) are not applicable to the handicapped instructors/assessors.*

## 11.2 PURCHASE OF INSURANCE COVERAGE

### 11.2.1 FOR PARTICIPANTS

Participants are to be insured under the said policy once they have purchased the Record Books.

### 11.2.2 FOR INSTRUCTORS/ASSESSORS

Instructors/assessors could be insured under the said policy through their OAs. The purchase is optional and depends on the policy of respective OAs. The procedures below should be followed:

- 1) The Record Sheet for Insurance Coverage (Form 7) to be completed with official chop of the OA.
- 2) The Record Sheet, together with the insurance premium, should be sent to the Award Office through the OA.
- 3) The Record Sheet will be endorsed with the Award Office chop.



### **11.3 RENEWAL OF INSURANCE COVERAGE**

#### **11.3.1 FOR PARTICIPANTS**

The premium for the insurance provision is included in the selling price of the Record Book. The insurance provides coverage until the participant's 25th birthday, or the 26th birthday if upper age extension is granted.

#### **11.3.2 FOR INSTRUCTORS/ASSESSORS**

Instructors/Assessors are required to renew the insurance coverage upon completion of every 2-year term through their OAs, two weeks before the expiry date. Otherwise, insurance coverage will not be continued.

- 1) The Record Sheet for Insurance Coverage (Form 7) to be completed with official chop of the OA..
- 2) The Record Sheet, together with the insurance premium, should be sent to the Award Office through the OA..
- 3) The Record Sheet will be endorsed with the Award Office chop.

### **11.4 COVERAGE FOR OVERSEAS ACTIVITIES**

The insurance extends to cover the participants / instructors / assessors in overseas HKAYP activities, but subject to prior written notice to the insurance company. Additional premium might be charged, and would be evaluated case by case.

For making such arrangements, a letter detailing the following should reach the Award Office 1 month in advance through the respective OAs.

- 1) Description of activity
  - title, location, date and duration, programmes
- 2) Personal particulars
  - name, age and sex of all participants / instructors / assessors
- 3) Contact person

### **11.5 CLAIM FOR INSURANCE COMPENSATION**

In case of any claim for compensation, respective OAs should contact the Award Office as soon as possible to make necessary arrangements. Relevant documents as follows should be produced:

- 1) completed insurance claim form (to be obtained from the Award Office);
- 2) copy of page 1 and 2 in the Record Book (for participants), or copy of the instructor/assessor Record Sheet for Insurance Coverage (for instructors/assessors);
- 3) medical certificate (if this part on the claim form is not completed);
- 4) receipts for medical expenses; and
- 5) copy of identity card of the beneficiary.

## **12. RECORD BOOK**

The acquisition of a Record Book denotes entry into the Scheme. Record Books must be purchased by the new entrants to record their progress in the Scheme. Each participant should possess only one Record Book at a time.

It should be remembered that only success should be recorded. If an assessor feels that the requirement has not been met, the participant should be encouraged to make further effort, and no entry would be made in the Record Book.

### **12.1 BUYING OF RECORD BOOK**

- 1) A letter specifying the number of Record Books required, signed by representative of OA should be produced at the time of purchase.
- 2) All purchases should be made through the Award Office in Hong Kong.
- 3) Payment can be made by means of cash or cheque.
- 4) For order of over one hundred, OAs are advised to contact the Award Office before placing order.

### **12.2 REPLACEMENT OF RECORD BOOK**

Lost Record Book may be replaced at the discretion of the OA. The cost of the new Record Book should be borne by the participant in appropriate cases.

- 1) For Bronze and Silver levels:

Previous entries are to be duplicated or vouched for by the representatives of the OA

- 2) For Gold level:

Previous entries should be testified by supporting documents from the OA and endorsed by respective Section Panels.



## 13. AWARD LITERATURE & ITEMS

### 13.1 CATALOGUE

	<b>Price (HK\$)</b>
<b>1) OPERATIONAL LITERATURE</b>	
- Award Handbook (General) (Chinese)	\$10
- Award Handbook (Rule and Regulations) (Chinese)	\$60
- Guide Book (For User Units-Operating The Scheme)	Free
- Expedition Guide (UK edition)	*\$200
<b>2) PUBLICATIONS</b>	
- Organisational profile	Free
- Annual Report	Free
- Newspaper supplement	Free
- Award World (half-yearly newsletter of The International Award Association)	Free
<b>3) PROMOTIONAL MATERIALS</b>	
Leaflet of outlines of the Award Scheme (Chinese / English)	Free
Leaflet of Five Sections (Chinese)	Free
Poster of the Award Scheme (Chinese)	Free

\* depends on exchange rate

### 13.2 LOAN OF AUDIO-VISUAL / PROMOTIONAL MATERIALS

Promotional Materials	Size	Time Limit
Roll display stand of the Award Scheme (one set of 5 pieces)	200cm x 80cm	One week
Roll display stand of 'More than an Award' (one set of 5 pieces)	200cm x 80cm	One week

Points to note:

- 1) All promotional materials have to be booked two days prior.
- 2) Borrowers are responsible for any losses or damages done to the materials during the period of loan and are liable to charges for repairs (HK\$200 for each Roll display stand).

## 14. USE OF THE AYP NAME AND LOGO

When the Scheme is operated under the title of The Hong Kong Award for Young People, in all matters relating to the visual presentation of the Scheme, the following points should be borne in mind:

- 1) The title of the Scheme is "The Hong Kong Award for Young People".
- 2) The official badge or logo of the Award is Global Bird and the restrictions in applying the new logo are –
  - the correct inclination of the Bird should be presented by drawing a horizontal straight line on the bird touching the tips of both its left wing and head (Figure 1);
  - do not re-angle the Bird;
  - do not thicken the lines of the Bird;
  - do not add or delete any element on the Bird.
  - the official colour is green (Pantone Colour: 348C). However, other colours can be used for decorative or design purpose.



Figure 1

- 3) When the logo is used, it is suggested to be accompanied by the Chinese and the English name of the Award Scheme as shown in Figure 2 and Figure 3.



Figure 2



Figure 3

## 14. Use of the HKAYP Name and Logo

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- 4) The Five Sections of the Award Scheme can be represented by the following colours:

### Pantone Colours for Each Levels

Gold Award	:	Gold (Pantone Colour 872, C20 M30 Y70 K15)
Silver Award	:	Silver (Pantone Colour 877, C0 M0 Y0 K40)
Bronze Award	:	Bronze (Pantone Colour 876, C30 M50 Y85 K0)

### Pantone Colours for Five Sections

Service	:	Red (Pantone Colour 192, C0 M94 Y64 K0)
Expeditions	:	Green (Pantone Colour 376, C54 M0 Y100 K0)
Skills	:	Blue (Pantone Colour Cyan, C100 M0 Y0 K0)
Physical Recreation	:	Yellow (Pantone Colour 123, C0 M19 Y89 K0)
Residential Projects	:	Purple (Pantone Colour 512, C56 M100 Y12 K1)

- 5) The title of the Award Scheme should always take precedence in both size and position over the titles of Operating Authorities, Committees or other bodies concerned.
- 6) For details on the use of the AYP name and logo, please refer to the AYP Branding Guidelines.



**THE HONG KONG AWARD FOR YOUNG PEOPLE**

**Half-yearly Statistical Return from Operating Authority**

(To be returned on or before \_\_\_\_\_ April and October to the Award Office, Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.)

Name of Operating Authority : \_\_\_\_\_

Statistical report for the period : \_\_\_\_\_ To \_\_\_\_\_

**I. Number of User Units (if applicable)**

	Number	Name of new / lapsed user units	
Total No. b/f from last period		New	
No. of new user units			
No. of lapsed user units		Lapsed	
Total nos. as at end of period			

**II. Membership**

	Participants						Award leaders (Note 3)
	Bronze		Silver		Gold		
	Male	Female	Male	Female	Male	Female	
Total no. b/f from last period							
No. of new entrants (Note 1)							
No. of drop-outs (Note 2)							
Total no. as at end of period							

**III. AYP activities during the period (Please use separate sheets if necessary)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. Remarks:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
( )

## Notes

### **(1) A New Entrant is**

- a young person who enters the Scheme for the first time during the period, i.e. a Bronze entrant, a direct Silver entrant or a direct Gold entrant; or
- a participant who enters a higher level of Award after completion of at least two Sections at a lower level of Award; or
- a participant transferred from another OA/Award country.

### **(2) A Drop-out is**

- a participant who reports withdrawal from the Award Scheme during the period; or
- a participant who reaches his/her upper age limit without having granted upper age extension; or
- a participant who has gained an Award whether he/she will be progressing on to a higher level of Award; or
- a participant who has not yet attained an Award but is progressing on to a higher level of Award; or
- a participant who has transferred to another OA/Award country.

### **(3) An Award Leader is**

- a person who offers voluntary service to the Award Scheme not for the purposes of achieving Award requirements nor placement work of a training course, and
- a person who is appointed/registered to be responsible for the operation of the Award Scheme, e.g. promotion, implementation or running of a specific section of activities.

**THE HONG KONG AWARD FOR YOUNG PEOPLE**

**Half-yearly Statistical Return from User Unit**

To be submitted or before \_\_\_\_\_ to \_\_\_\_\_

Name of User Unit : \_\_\_\_\_

Statistical report for the period : \_\_\_\_\_ to \_\_\_\_\_

**I. Membership**

	Participants						Total	Award Leaders incl. Instructors/ Assessors (Note 3)
	Bronze		Silver		Gold			
	Male	Female	Male	Female	Male	Female		
Total no. b/f from last period								
No. of new entrants (Note 1)								
No. of drop-outs (Note 2)								
Total no. as at end of period								

**II. AYP activities during the period (Please use separate sheets if necessary)**

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**III. Remarks:** \_\_\_\_\_

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Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_  
( )

## Notes

### **(1) A New Entrant is**

- a young person who enters the Scheme for the first time during the period, i.e. a Bronze entrant, a direct Silver entrant or a direct Gold entrant; or
- a participant who enters a higher level of Award after completion of at least two Sections at a lower level of Award; or
- a participant transferred from another OA/Award country.

### **(2) A Drop-out is**

- a participant who reports withdrawal from the Award Scheme during the period; or
- a participant who reaches his/her upper age limit without having granted upper age extension; or
- a participant who has gained an Award whether he/she will be progressing on to a higher level of Award; or
- a participant who has not yet attained an Award but is progressing on to a higher level of Award; or
- a participant who has transferred to another OA/Award country.

### **(3) An Award Leader is**

- a person who offers voluntary service to the Award Scheme not for the purposes of achieving Award requirements nor placement work of a training course, and
- a person who is appointed/registered to be responsible for the operation of the Award Scheme, e.g. promotion, implementation or running of a specific section of activities.

THE HONG KONG AWARD FOR YOUNG PEOPLE

Appeal on Award Programme and Assessment Standard
Information Sheet

To : Chief Executive Officer
The Hong Kong Award for Young People
Nos. 301-309, 3/F., Lai Kwai House,
Lai Kok Estate,
Cheung Sha Wan, Kowloon.

On behalf of our Operating Authority, I hereby submit an appeal on award programmes and assessment standard and details are as follows:

- 1. Name of Applicant : (English), (Chinese)
2. Capacity : \* Participant / Volunteer / Staff
3. Correspondence Address :
4. Telephone Number : (Residence), (Mobile)
5. Name of Operating Authority :
6. Name of user Unit :
7. Incident (Please specify in detail) :
8. Comments from Representative of Operating Authority (if applicable) :

Operating Authority Chop

Signature of OA Representative :
Name : (IN BLOCK LETTERS)
Date :



**THE HONG KONG AWARD FOR YOUNG PEOPLE**

TO : Chief Executive Officer  
 The Hong Kong Award For Young People  
 Nos. 301-309, 3/F., Lai Kwai House  
 Lai Kok Estate, Cheung Sha Wan  
 KOWLOON

On behalf of the below named candidate, I hereby submit an application for upper age extension. Particulars of the candidate are as follows:

1. Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_
2. Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_
3. Telephone No: (Mobile) \_\_\_\_\_ (Residence) \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_ (day/month/year)
6. Name of Operating Authority: \_\_\_\_\_
7. Name of User Unit: \_\_\_\_\_
8. Level of Entry: \* Bronze / Silver / Gold (\* delete as appropriate)
9. Date of first registration as participant: \_\_\_\_\_ (day/month/year)
10. Activities undertaken with dates:

Bronze Level	Month/year of Completion			
Silver Level	Month/year of Completion			
	Date	Month/year of Commencement	Month/year of Completion	Anticipated Month/year of Completion
	Sections			
Gold Level	(a) Service			
	(b) Expeditions			
	(c) Skills			
	(d) Physical Recreation			
	(e) Residential Project			





*For Office Use only**Application No.:*

**THE HONG KONG AWARD FOR YOUNG PEOPLE  
AYP PROGRAMME FUND  
APPLICATION FORM (FOR GROUP APPLICANTS)**

**NOTES:**

1. To be completed preferably by typing, and forwarded by the sponsoring Operating Authority to the Award Office, THE HONG KONG AWARD FOR YOUNG PEOPLE, Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Kowloon. Fax No. 2725 1577.
2. Please read "Notes for Applicants" before completion of this Form.
3. All sections except F should be completed before submission to the Award Office.
4. The deadline for applications is **15th May and 15th November** every year.  
(Sponsoring OAs may set an earlier deadline for administrative work)  
(For applications that do not meet with the above application deadline, special considerations can be arranged as long as funding is available. Such applications must be submitted to the Award Office two months before the programme commence.)

**Section A -- Details of Applicant Group** (\*Please print in English for Section A)

- 1) Name of Applicant Group \_\_\_\_\_
- 2) Person to be contacted for further information
  - a) Name \_\_\_\_\_ Sex \_\_\_\_\_
  - b) Address \_\_\_\_\_
  - c) Telephone No \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
Fax No \_\_\_\_\_ Email \_\_\_\_\_

**Section B -- Programme**

- 1) Title \_\_\_\_\_
- 2) Date(s) and Duration \_\_\_\_\_
- 3) Location \_\_\_\_\_
- 4) Award Level (B/S/G) \_\_\_\_\_
- 5) Award Section (SER / SK / EXP / PR / RP) \_\_\_\_\_

**Section B -- Programme (Cont'd)**

6) Description of Programme (Use separate sheet if necessary)

(i) Objectives / aims

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(ii) Programme Content

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(iii) Timetable

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(iv) Instructors (Please indicate number of instructors and qualification/experience of instructors)

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(v) Expected number of AYP participants

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(vi) If other participants are expected, describe recruitment criteria and numbers expected.

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(vii) If the programme is related directly with the main theme of this batch of application, please state how the theme could be reached.

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**Section C -- Finance**

1) Budget

EXPENDITURE (please specify items)	HK\$
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g) _____	
	Total: _____ (A)

Less INCOME (if applicable)	HK\$
(a)	
(b)	
(c) _____	
	Total: _____ (B)

**Total for the activity (B)-(A):** \_\_\_\_\_

2) Amount of Grant sought from AYP Programme Fund

HK\$ \_\_\_\_\_

3) Have you applied/received money from other organization(s) for this activity?

If yes, please state:

Name of Granting Organization	Date applied	Amount Requested	Amount Approved / Still Pending
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4) Have you received money from the Award Scheme previously?

If yes, please state:

Year	Activity funded	Amount Received
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Section F -- For Award Office use only:**

- (a) This application is received on \_\_\_\_\_
- (b) This application is assessed by the Operations Committee \_\_\_\_\_  
\_\_\_\_\_ for HK\$ \_\_\_\_\_
- (c) The applicant were interviewed by the Operations Committee on \_\_\_\_\_  
\_\_\_\_\_ for HK\$ \_\_\_\_\_
- (d) The final decision of the Operations Committee is to \*grant/ not grant  
HK\$ \_\_\_\_\_ for the activity.
- (e) Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature of Manager – Award Service and Operations                      Name                      Date

# **THE HONG KONG AWARD FOR YOUNG PEOPLE**

## **AYP Programme Fund**

### **Notes for Applicants**

*(revised as at September 2019)*

#### **Objective**

The aim of the AYP Programme Fund is to encourage and promote Award activities carried out both locally and elsewhere.

#### **Eligibility**

- (1) AYP Participants/adult helpers undertaking/promoting Award activities.
- (2) Recognised AYP groups undertaking/promoting Award activities.

#### **Application and Selection Period**

- (1) Applications, in either English or Chinese, should be made through the sponsoring Operating Authorities to the Award Office. They will be considered in June and December of each year. Deadline for submitting applications for each round of assessment will be the 15th of May and November of each year. (Sponsoring OAs may set an earlier deadline for administrative work)
- (2) Application forms are obtainable from the Award Office, THE HONG KONG AWARD FOR YOUNG PEOPLE, Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. It can also be downloaded from AYP website ([www.ayp.org.hk](http://www.ayp.org.hk)).
- (3) Assessment period will usually take about two months. After decision for granting funds have been completed, applicants will be informed of the results in writing.
- (4) For applications that do not meet with the above-mentioned application deadline, special considerations can be arranged as long as funding is available. Such applications must be submitted to the Award Office two months before the programme commence.

#### **Selection Procedures**

- (1) Applications will be considered by the Operations Committee.
- (2) Applicants may be required to attend an interview arranged by the Operations Committee.

#### **Selection Criteria**

- (1) Applicant's/Applicant group's background and financial need.
- (2) Nature of the activity
  - whether there is a sound planning behind the activity;
  - necessity for financial assistance;
  - possibility of obtaining financial assistance from other sources
- (3) Ability to contribute to the Scheme upon completion of the activity.
- (4) Due consideration will be given to activities which help to promote the Scheme's image

both locally and elsewhere.

- (5) Preference will be given to pioneering activities with innovative ideas.
- (6) Due consideration will be given to applications which will benefit the most number of applicants at the least cost, or to activities benefiting the AYP programme as a whole.
- (7) Special consideration will be granted for applications with special merits.
- (8) Under normal circumstances, purchase of equipment will not be supported.

### **Financial and Operational Regulations**

- (1) The grant may not cover the full expenses of the activity. Unless otherwise advised by the Operations Committee, the maximum fund grant for each participant (including candidates, assessors, instructors and award leaders) in the same activity is HK\$3,000 and the maximum grant is HK\$50,000.
- (2) A detailed budget including a statement of estimated income from all sources and expenses to be incurred for the proposed activity should be given in the application form.
- (3) Payment will normally be made in the form of reimbursement. An evaluation report, together with a statement of Income & Expenditure, certified vouchers and copies of candidates' record book (*the first page of record book and the completed page of the respective Section*) should be submitted via Operating Authorities to the Award Office **within three months** upon the completion of the project. The Operations Committee will keep track of the record for those applicants which failed to provide record book copies of candidates. The record will be taken into consideration for future applications.
- (4) After approval has been granted from Operations Committee, payment in advance of not more than 50% of the approved amount, may be entertained under special circumstances and upon special request unless otherwise advised by the Operations Committee. Such request will be referred to the Chairman of the Operations Committee for final decision. An interim financial report may be required if the Operations Committee deems it necessary.
- (5) In the event of procrastinating the date of proposed activity, applicant should make a request in writing to Operations Committee for approval. The Operations Committee will consider each request individually and will grant a maximum of 6 months (from the original proposed date of activity). In the event of changes during the progress of the activity, alternations should be reported to the Operations Committee for approval.
- (6) The Operations Committee reserves the right not to disburse the full awarded amount if the activity is found to be progressing unsatisfactorily.

### **Important Note**

The Operations Committee reserves the right to alter the application criteria and regulations as and when necessary.

The programme fund should be used to subsidize, in majority, candidates to complete the three Awards and less in ratio for other participants.

## **Additional Guidelines for applying AYP Programme Fund**

1. Funds will preferably be directed to candidates in fulfilling the requirements of the 3 Awards.
2. Fund will be allocated in such a way that it will benefit as many applicant groups/participants as possible.
3. The applicant groups/participants should bear a reasonable portion of the programme expenses.
4. The items funded should be basic and essential to the programme. Any expenses beyond the very basic will not be provided.
5. The amount of funding allocated to the applicant groups/participants will be based on the lowest possible cost in helping the participants to fulfil the requirements of the respective Section, e.g. expedition projects will be limited to 4-day-3-night and residential project activities to 5-day-4-night.
6. Preference will be given to programmes designed to help participants fulfill the requirements of the relevant Section in whole rather than in part.
7. Service projects that benefit the Award Scheme partly or wholly will be given preferential consideration. e.g. services offer to the Training Camp, Water Sports Centre, Award Centres and the like.
8. Preference will be given to Exploration projects.
9. In consideration of the cost-effectiveness of the Award programme, applicant groups are advised not to spend substantial funding on hiring instructors and the fact that the programme is not for elite training. They should also follow closely the guideline, if any, on the ratio between instructor and candidates as proposed by the respective Section Panel. Fund will not be granted to cover the portion of instructor fee considered to be excessive.
10. If other funding support is sought and granted, the applicant group should spend all such fund first. Programme fund when granted will be reduced by the same amount to cover the expenses not financed by other funds.
11. The Award title and/or logo should appear before the name of the applicant groups in those publications, banners, backdrops and press releases for the programme to be organized.
12. Under normal circumstances, personal insurance will not be supported in the funding grant.
13. Participants of programmes supported by AYP Programme Fund are NOT eligible to apply for SmarTone AYP International Exchange Programme Fund, except those who are in need of financial assistance (for example, recipients of Comprehensive Social Security Assistance (CSSA) ).



**The Hong Kong Award for Young People**  
**Dr. Irene Tang AYP International Exchange Programme Fund**  
**Application Guidelines**

**Form 6.1**

With the great support from Dr. Irene Tang, The Hong Kong Award for Young People (AYP) has set up the Dr. Irene Tang AYP International Exchange Programme Fund in April 2018.

**Aims**

1. To support AYP participants and volunteers from various backgrounds, with limited means, to take part in AYP's international exchange programmes or overseas trainings;
2. To help AYP participants and volunteers in personal development, improving interpersonal skills, leadership development and building a greater sensitivity and awareness of the global issues through participating in AYP's international exchange programmes or overseas trainings.

**Eligibility**

1. AYP participants undertaking AYP's international exchange programmes or AYP volunteers undertaking overseas trainings.

**Application Requirements**

1. International exchange programmes refer to those programmes held outside Hong Kong and with most of the time for the participants to get along and communicate with the participants/residents of the territory or other parts of the world.
2. First priority will be given to applicants who are in need of financial assistance.
3. Applicants must be AYP participants or volunteers using the outbound experience as their GOLD Level Award activity or AYP training respectively. Priority will be given to those participants or volunteers who will use this outbound programme as their final Award activity before attaining their Gold Award or AYP train the trainers' workshop/seminar respectively.
4. Participants of programmes supported by AYP Programme Fund are NOT eligible to apply for Dr. Irene Tang AYP International Exchange Programme Fund, except those who are in need of financial assistance. Applicants need to submit supporting document of their financial situation.
5. Applications will be considered as long as the funding is available.
6. If other funding is sought and granted, applicants should spend all such fund first. This Fund when granted will be reduced by the same amount to cover the expenses not adequately financed by other funds.

**Application and Selection Period**

1. Application should be submitted through the recognized AYP groups to the Award Office at least 6 weeks before the programme commenced.
2. Application forms are obtainable from the Award Office, Nos. 301 – 309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. Application forms can also be downloaded from our website: [www.ayp.org.hk/exchangefund](http://www.ayp.org.hk/exchangefund).
3. Assessment period will usually take about one month. After decision for granting funds have been made, applicants will be informed of the results in writing.

## **Selection Procedures**

1. Applications will be considered by the Operations Committee.
2. Applicants may be required to attend an interview arranged by the Operations Committee if and when necessary.

## **Selection Criteria**

1. Applicant's background and financial need.
2. Applicant's Award-gaining progress.
3. Nature of the programme.
4. Applicant's exchange experience.
5. Ability to contribute to the Scheme upon completion of the activity.

## **Application Procedures**

1. Applicants should submit (a) the completed "Dr. Irene Tang AYP International Exchange Programme Fund" application form together with (b) the copy of Record Book (for AYP participants only), (c) the copy of programme information (aim, schedule, fee and all relevant information, which is deemed as useful for considering the applications) and (d) a copy of the submitted application forms to the organizer of the applied outbound international exchange programmes if any.
2. The grant for each qualified applicant may not cover the full expenses of the programme. Unless otherwise advised by the Operations Committee, the maximum grant is HK\$3,000 for each participant. The items funded should be basic and essential to the programme (e.g. airline tickets, local transportation, meal, hostel and basic programme fee) excluding equipment fee, travel insurance, medical precautions and other visa and travel document application fees. Any expenses beyond the very basic will not be supported.
3. The Operations Committee may consider giving subsidy exceed HK\$3,000 to those applicants who are in need of financial assistance. However, applicants need to submit supporting document of their financial situation.
4. Interview may be required as and when necessary.
5. Payment will normally be made in the form of reimbursement. Payment in advance of not more than 50% of the approved amount may be entertained under special circumstances and upon request in writing (supporting document may be required). The Operations Committee may consider giving full payment in advance to those applicants who are in special need of financial assistance.
6. In the event of procrastinating the date of applied programme, the applicant should make a request in writing to the Operations Committee for approval. Each request will be considered individually and a maximum of 3 months (from the original date of the programme) will be granted. In the event of changes during the progress of the programme, alterations should be submitted to the Operations Committee for approval.
7. The Operations Committee reserves the right not to disburse the full-awarded amount if the activity is found to be progressing unsatisfactorily.

## **Important Note**

Dr. Irene Tang and The Hong Kong Award for Young People reserve the right to alter the application criteria and regulations as and when necessary.

**The Hong Kong Award for Young People**  
**Dr. Irene Tang AYP International Exchange Programme Fund**  
**Application Form for Individual Applicants**

Before you submit the Form, please check the followings:

- £ Have you read “Application Guidelines” before completion of this Form?
- £ Have you completed ALL necessary sections in this Form?  
 (For AYP participants, please complete Sections A, B, C, F, G, H, I)  
 (For AYP volunteers, please complete Sections A, D, E, F, G, H, I)
- £ Have you attached copy of your AYP Record Book (only the pages of candidate’s particulars), the programme information, schedule, a copy of your application form to the organizer of the applied exchange programme and other relevant information with this Form?

This form should be submitted to the Award Office, Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.

**Section A – Personal Particulars**

Name:	(English)	(Chinese)
Address:	(English)	<i>(Attach Recent Photo Here)</i>
	(Chinese)	
Sex:	M / F	
Age:		
Date of Birth:	(yyyy/mm/dd)	
Contact Number:	(Home)	(Mobile)
Email:		
Occupation:		
Education Attainment:		
Financial Need:	c financially underprivileged (please put a “ <b>ü</b> ”) (If applicable) Please attach with this form the supporting documents. (For example, Certificate of Comprehensive Social Security Assistance (CSSA) Recipients issued by Social Welfare Department or School Textbook Assistance / The Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) notification letter issued by Student Financial Assistance Agency.)	

**Section B – Award Bibliography** for AYP Participants ONLY

Name of OA/UU:			
Starting Level (Bronze/ Silver/ Gold):			
Record Book Issued Date:	(yyyy/mm/dd)		
Award Progress (Please fill in the activity content and the starting date and completion date for each Section)			
Level	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
Section	<i>Activity /Starting Date/ Completion Date</i>		
Service	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Skills	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Expeditions	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Physical Recreation	Activity:	Activity:	Activity:
	Started: Completed:	Started: Completed:	Started: Completed:
Residential Project			Activity:
			Started: Finished:
Year of Award Attained:			

**Section C – Other Exchange Experience** for AYP Participants ONLY

Date	Organizer	Programme Name	Brief Description

**Section D – Award Scheme Involvement** **for AYP Volunteers ONLY**

AYP Awards Attained:	<input type="checkbox"/> Bronze Award (Year: )
	<input type="checkbox"/> Silver Award (Year: )
	<input type="checkbox"/> Gold Award (Year: )
Certificates of Appreciation/Recognition:	<input type="checkbox"/> 3 years (Year: )
	<input type="checkbox"/> 7 years (Year: )
	<input type="checkbox"/> 10 years (Year: )
Long Service Badges of Recognition:	<input type="checkbox"/> 20 years (Year: )
	<input type="checkbox"/> 30 years (Year: )
	<input type="checkbox"/> 40 years (Year: )

Services to the Award Scheme:	Date	Capacity / Title	Service Unit

**Section E – Exchange/Overseas Training Experiences** **for AYP Volunteers ONLY**

Date	Organizer	Programme Name	Brief Description

## Section F – International Exchange / Overseas Training Programme Information

Name of Organizer(s):		
Contact Person of the Organizer(s):	Mr. / Ms. / Mrs.	
Contact Number of the Organizer(s):	(Mobile)	(Office)
Programme Name:		
Programme Aim:	(Please attach separate sheets if the space is not enough.)	
Programme Website: (If any)		
Programme Destination:	(City) in	(Country)
Programme Duration:	(yyyy/mm/dd)	to (yyyy/mm/dd)
Number of Participants:	(Hong Kong)	(Local)
	(Total)	
AYP Activity to be Completed by This Programme	* Service / Skills / Expeditions / Physical Recreation / Residential Project	
Programme Content & Schedule: (Please attach separate sheets if the space is not enough.)		
Programme Fee:	HK\$	
Amount of fee to be applied from Dr. Irene Tang AYP International Exchange Programme Fund:	HK\$	

\* Please delete as inappropriate

**Section G – Self Recommendation (To be filled in by Applicant)**

*My reasons for participating in the above-mentioned programme and applying for the Dr. Irene Tang AYP International Exchange Programme Fund.*

**Section H – Recommendation (To be filled in by Operating Authority/User Unit/Recognized AYP groups)**

Name:	(English)	(Chinese)
Position:		
Contact Number:	(Mobile)	(Office)
Recommendation:		
<p>Signature: _____ OA/UU/Recognized AYP Group Chop: _____</p> <p>Date: _____</p>		

## Section I – Declaration

I declare that all information given above is true and correct according to my knowledge. I understand that I will be liable to refund The Hong Kong Award for Young People the full amount awarded or any amount decided by the Operations Committee if I am found to have given false information in the above application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name

### Guidance Notes:

1. The information provided will be used only for the processing the application of "Dr. Irene Tang AYP International Exchange Programme Fund" purposes. It may be disclosed to staff in handling of such matters.
2. Applicants have the right to request access to or correction of personal data provided in this form in accordance with the provision of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the officers designated for handling data access/correction requests.
3. Enquiries concerning the personal data collected by means of this form including the making of access and correction should be addressed to:

The Hong Kong Award for Young People  
Nos. 301-309, 3/F, Lai Kwai House, Lai Kok Estate,  
Cheung Sha Wan, Kowloon.  
Telephone No.: 2157 8610

### For Award Office Use Only

Date Received:

Amount applied for: HK\$

Amount granted: HK\$

Remarks:



**The Hong Kong Award for Young People**  
**Dr. Irene Tang AYP International Exchange Programme Fund**  
**Application Guidelines**

**Form 6.2**

With the great support from Dr. Irene Tang, The Hong Kong Award for Young People (AYP) has set up the Dr. Irene Tang AYP International Exchange Programme Fund in April 2018.

**Aims**

1. To support AYP participants and volunteers from various backgrounds, with limited means, to take part in AYP's international exchange programmes or overseas trainings;
2. To help AYP participants and volunteers in personal development, improving interpersonal skills, leadership development and building a greater sensitivity and awareness of the global issues through participating in AYP's international exchange programmes or overseas trainings.

**Eligibility**

1. AYP participants undertaking AYP's international exchange programmes or AYP volunteers undertaking overseas trainings.

**Application Requirements**

1. International exchange programmes refer to those programmes held outside Hong Kong and with most of the time for the participants to get along and communicate with the participants/residents of the territory or other parts of the world.
2. First priority will be given to applicants who are in need of financial assistance.
3. Applicants must be AYP participants or volunteers using the outbound experience as their GOLD Level Award activity or AYP training respectively. Priority will be given to those participants or volunteers who will use this outbound programme as their final Award activity before attaining their Gold Award or AYP train the trainers' workshop/seminar respectively.
4. Participants of programmes supported by AYP Programme Fund are NOT eligible to apply for Dr. Irene Tang AYP International Exchange Programme Fund, except those who are in need of financial assistance. Applicants need to submit supporting document of their financial situation.
5. Applications will be considered as long as the funding is available.
6. If other funding is sought and granted, applicants should spend all such fund first. This Fund when granted will be reduced by the same amount to cover the expenses not adequately financed by other funds.

**Application and Selection Period**

1. Application should be submitted through the recognized AYP groups to the Award Office at least 6 weeks before the programme commenced.
2. Application forms are obtainable from the Award Office, Nos. 301 – 309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. Application forms can also be downloaded from our website: [www.ayp.org.hk/exchangefund](http://www.ayp.org.hk/exchangefund).
3. Assessment period will usually take about one month. After decision for granting funds have been made, applicants will be informed of the results in writing.

## **Selection Procedures**

1. Applications will be considered by the Operations Committee.
2. Applicants may be required to attend an interview arranged by the Operations Committee if and when necessary.

## **Selection Criteria**

1. Applicant's background and financial need.
2. Applicant's Award-gaining progress.
3. Nature of the programme.
4. Applicant's exchange experience.
5. Ability to contribute to the Scheme upon completion of the activity.

## **Application Procedures**

1. Applicants should submit (a) the completed "Dr. Irene Tang AYP International Exchange Programme Fund" application form together with (b) the copy of Record Book (for AYP participants only), (c) the copy of programme information (aim, schedule, fee and all relevant information, which is deemed as useful for considering the applications) and (d) a copy of the submitted application forms to the organizer of the applied outbound international exchange programmes if any.
2. The grant for each qualified applicant may not cover the full expenses of the programme. Unless otherwise advised by the Operations Committee, the maximum grant is HK\$3,000 for each participant. The items funded should be basic and essential to the programme (e.g. airline tickets, local transportation, meal, hostel and basic programme fee) excluding equipment fee, travel insurance, medical precautions and other visa and travel document application fees. Any expenses beyond the very basic will not be supported.
3. The Operations Committee may consider giving subsidy exceed HK\$3,000 to those applicants who are in need of financial assistance. However, applicants need to submit supporting document of their financial situation.
4. Interview may be required as and when necessary.
5. Payment will normally be made in the form of reimbursement. Payment in advance of not more than 50% of the approved amount may be entertained under special circumstances and upon request in writing (supporting document may be required). The Operations Committee may consider giving full payment in advance to those applicants who are in special need of financial assistance.
6. In the event of procrastinating the date of applied programme, the applicant should make a request in writing to the Operations Committee for approval. Each request will be considered individually and a maximum of 3 months (from the original date of the programme) will be granted. In the event of changes during the progress of the programme, alterations should be submitted to the Operations Committee for approval.
7. The Operations Committee reserves the right not to disburse the full-awarded amount if the activity is found to be progressing unsatisfactorily.

## **Important Note**

Dr. Irene Tang and The Hong Kong Award for Young People reserve the right to alter the application criteria and regulations as and when necessary.

**The Hong Kong Award for Young People**  
**Dr. Irene Tang AYP International Exchange Programme Fund**  
**Application Form for AYP Group Participants**

Before you submit the Form, please check the followings:

- ☒ Have you read “Application Guidelines” before completion of this Form?
- ☒ Have you completed ALL necessary sections in this Form?
- ☒ Have you attached the programme information and schedule, together with copies of ALL applicant’s AYP Record Book (only the pages of candidate’s particulars), application forms to the organizer of the applied exchange programme and other relevant information with this Form?

This form should be submitted to the Award Office, Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.

**Section A -- Details of Applicant Group**

Name of Operating Authority			
Name of User Unit			
Person to be contacted for further information			
Name			Sex
Address			
Telephone No	(Office)	(Mobile)	
Email			Fax No

**Section B – List of Applicants** (Please list according to priority: 1 – 1<sup>st</sup> priority, 2 – 2<sup>nd</sup> priority... May attach separate sheets if the space is not enough.)

Name		Name	
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	

**Section C – International Exchange / Overseas Training Programme Information**

Name of Organizer(s):		
Contact Person of the Organizer(s):	Mr. / Ms. / Mrs.	
Contact Number of the Organizer(s):	(Mobile)	(Office)
Programme Name:		
Programme Aim:	(Please attach separate sheets if the space is not enough.)	
Programme Website: (If any)		
Programme Destination:	(City) in	(Country)
Programme Duration:	(yyyy/mm/dd)	to (yyyy/mm/dd)
Number of Participants:	(Hong Kong)	(Local)
	(Total)	
AYP Activity to be Completed by This Programme	* Service / Skills / Expeditions / Physical Recreation / Residential Project	
Programme Content & Schedule (Please attach separate sheets if the space is not enough.):		

**Section D – Recommendation for the Programme (To be filled in by Operating Authority/User Unit/Recognized AYP groups)**

Recommendation:		
Signature:	OA/UU/Recognized AYP Group Chop:	
Name: _____		Date: _____
_____		_____

**All applicants please submit Section E, F & G individually**

**Section E – Personal Particulars of Applicants**

Name:	(English)	(Chinese)			
Address:	(English)				
	(Chinese)				
Date of Birth:		Age:		Sex:	
Contact Number:	(Home)	(Mobile)			
Email:					
Programme Fee:	HK\$				
Amount of fee to be applied from Dr. Irene Tang AYP International Exchange Programme Fund:			HK\$		
Financial Need:	<p>c financially underprivileged (please put a “<b>ü</b>”)</p> <p>(If applicable) Please attach with this form the supporting documents. (For example, Certificate of Comprehensive Social Security Assistance (CSSA) Recipients issued by Social Welfare Department or School Textbook Assistance / The Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) notification letter issued by Student Financial Assistance Agency.)</p>				
<p>Self-Recommendation:</p> <p><i>My reasons for participating in the above-mentioned programme and applying for the Dr. Irene Tang AYP International Exchange Programme Fund.</i></p>					

## Section F –Award Bibliography and Exchange Experience

Starting Level (Bronze/ Silver/ Gold):			
Record Book Issued Date:	(yyyy/mm/dd)		
Award Progress: <i>(Please fill in the activity content and the starting date and completion date for each Section)</i>			
Level Section	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
	Activity /Starting Date/ Completion Date		
Service	Activity:	Activity:	Activity:
	Started:	Started:	Started:
	Completed:	Completed:	Completed:
Skills	Activity:	Activity:	Activity:
	Started:	Started:	Started:
	Completed:	Completed:	Completed:
Expeditions	Activity:	Activity:	Activity:
	Started:	Started:	Started:
	Completed:	Completed:	Completed:
Physical Recreation	Activity:	Activity:	Activity:
	Started:	Started:	Started:
	Completed:	Completed:	Completed:
Residential Project			Activity:
			Started:
			Finished:
Year of Award Attained:			
Exchange Experiences:			
Date	Organizer	Programme Name	Brief Description

## Section G – Declaration of Applicant

I declare that all information given above is true and correct according to my knowledge. I understand that I will be liable to refund The Hong Kong Award for Young People the full amount awarded or any amount decided by the Operations Committee if I am found to have given false information in the above application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant

Guidance Notes:

1. The information provided will be used only for the processing the application of “Dr. Irene Tang AYP International Exchange Programme Fund” purposes. It may be disclosed to staff in handling of such matters.
2. Applicants have the right to request access to or correction of personal data provided in this form in accordance with the provision of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the officers designated for handling data access/correction requests.
3. Enquiries concerning the personal data collected by means of this form including the making of access and correction should be addressed to:  
The Hong Kong Award for Young People  
Nos. 301-309, 3/F, Lai Kwai House, Lai Kok Estate,  
Cheung Sha Wan, Kowloon.  
Telephone No.: 2157 8610

**For Award Office Use Only**

Date Received:

Total amount applied for: HK\$

Total amount granted: HK\$

Remarks:

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香港青年獎勵計劃  
The Hong Kong Award for Young People  
保險紀錄紙（導師/評核員）  
Record Sheet for Insurance Coverage (Instructor/Assessor)

執行處 Operating Authority : \_\_\_\_\_

姓名 Name	性別 Sex	年齡 Age	導師/評核員編號 (如適用) Instructor/Assessor Reference Number (If any)	保險生效日期 Insurance Effective Date	保險終止日期 Insurance Expiry Date

執行處蓋章

OA Chop \_\_\_\_\_

執行處代表姓名

Name of OA Representative \_\_\_\_\_

日期 Date \_\_\_\_\_

總辦事處確認

Award Office Endorsement

總辦事處蓋章

Award Office Chop \_\_\_\_\_

日期 Date \_\_\_\_\_

備註 Remarks:

- 此紀錄紙連同保險費用須經由執行處送交獎勵計劃總辦事處。  
This Record Sheet, together with the insurance premium, should be sent to the Award Office through the OA.
- 此紀錄紙須由獎勵計劃總辦事處蓋章確認方為有效。  
This Record Sheet should be endorsed with the Award Office chop.
- 保險費用為港幣二元，有效期兩年。  
Insurance premium is HK\$2, for a period of 2 years.
- 有關購買保險或保險賠償的問題，可致電 21578620 或電郵 [award@ayp.org.hk](mailto:award@ayp.org.hk) 查詢。  
For any enquiry about purchase of insurance or claim for insurance compensation, please call 21578620 or email [award@ayp.org.hk](mailto:award@ayp.org.hk).

