

**The Hong Kong Girl Guides Association
Application Form for Overseas Activities**

FORM-001-ICL

(A) Nature

| | |
|---|--|
| <input type="checkbox"/> Participate the activity as an individual <input type="checkbox"/> Leading my unit to participate/ organize the activity <input type="checkbox"/> Leading my unit or other units to participate/ organize the activity * Please tick <input checked="" type="checkbox"/> as appropriate | <input type="checkbox"/> Not staying overnight <input type="checkbox"/> Stay at residential campsite, youth hostel or hotel <input type="checkbox"/> Camping activities <input type="checkbox"/> Other activities |
|---|--|

(B) Basic Information of the Overseas Activity

| | | |
|--|-------------------|--|
| Unit Number: _____ | Event Date: _____ | Destination: _____ |
| Event Name: _____ | | Theme: _____ |
| Receiving Organization or Host Organization (if applicable): _____ | | If it is a joint-unit tour, please indicate the Unit Number: _____ |
| Objectives and rationale: _____ | | |
| Nature and content of the overseas activity: _____ | | |
| No. of Participants: _____ | (Adult) _____ | (Ranger) _____ |
| | | (Girl Guides) _____ |
| | | (Brownie) _____ |

(C) Information of Guider-in-charge (GIC)

| | |
|---------------------------|--|
| Name of GIC: _____ | Qualification: <input type="checkbox"/> Camper's Licence <input type="checkbox"/> Holiday Permit <input type="checkbox"/> Pack Holiday Licence |
| Appointment Date: _____ | Recognition Badge: <input type="checkbox"/> Yellow <input type="checkbox"/> Sliver <input type="checkbox"/> Gold |
| Unit Number: _____ | Division: _____ District: _____ |
| Telephone: _____ (Mobile) | (Office) Email: _____ |

(D) Information of Assistant Guider (AG) (Activity Safety Officer)

| | |
|---------------------------|--|
| Name of AG: _____ | Holding Adult First-Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Appointment Date: _____ | Recognition Badge: <input type="checkbox"/> Yellow <input type="checkbox"/> Sliver <input type="checkbox"/> Gold |
| Unit Number: _____ | Division: _____ District: _____ |
| Telephone: _____ (Mobile) | (Office) Email: _____ |

***Remarks: Residential Holidays and Camping Activities must be led by at least two Guiders with valid appointments* (Approval must be granted by the International Commissioner upon the request by the organizing body). One of them is the Guider-in-charge, while another is the Activity Safety Officer. (For details, please refer to HKGGA 'Qualification Kit' updated in June 2019 - 3.3.5 Activities Abroad)**

(E) Information of other Guiders and Division of Work

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|---|
| Other Guiders/ Working Staff: _____ |
| Please list out the division of work: _____ |

(F) Notices and Guidelines for Overseas Activities (Please fill out the following parts accordingly)

I. Participating the Overseas Programme Enrichment Scheme (OPES) [MUST apply at least 6 months before the commencement of the proposed project]

Amount of Grand Sought: **HK\$** _____ **X** _____ **ppl = HK\$** _____

Declaration: 1) I confirm that all the information given in this application is true, complete and correct. We understand and agree that the Hong Kong Girl Guides Association (HKGGA) will vet applications based on the information provided in this application. Whether the grant is allocated and the amount to be granted are subject to the decision of the HKGGA. The decision of the HKGGA shall be final and binding on the applicant.

2) I understand and agree to abide by the terms and conditions in the OPES Application Guidelines. We will comply with all the requirements laid down in the guidelines should we be awarded the grant.

3) I have informed the person-in-charge of Sponsoring Authority, District Commissioner and Division Commissioner regarding the overseas activity and the OPES application.

4) I understand and agree to abide by the rules and guidelines of HKGGA "Qualification Kit – Overseas Exchange Programme" and "Safety Rules and Guidelines for Activities – Overseas Exchange Programme".

***Remarks: Guider-in-charge has to submit a project proposal (FORM-002-ICL) with the itinerary, accommodation, transportation arrangement and final list of participants in detail 3 months before the commencement of the proposed project for the final approval.**

| | |
|-------------------------|-------------|
| Signature of GIC: _____ | Date: _____ |
|-------------------------|-------------|

II. Not Participating the Overseas Programme Enrichment Scheme (OPES) [MUST submit this form together with a project proposal 3 months before the commencement of the proposed project]

Declaration: 1) I confirm that all the information given in this application is true, complete and correct. We understand and agree that the Hong Kong Girl Guides Association (HKGGA) will vet applications based on the information provided in this application.

2) I have informed the person-in-charge of Sponsoring Authority, District Commissioner and Division Commissioner regarding the overseas activity.

3) I understand and agree to abide by the rules and guidelines of HKGGA "Qualification Kit – Overseas Exchange Programme" and "Safety Rules and Guidelines for Activities – Overseas Exchange Programme".

***Remarks: Guider-in-charge must seek for a preliminary approval from International Commissioner 4 months before the commencement of the proposed project. Afterward Guider-in-charge has to submit a project proposal (FORM-002-ICL) with the itinerary, accommodation, transportation arrangement and final list of participants in detail 3 months before the commencement of the proposed project for the final approval.**

| | |
|-------------------------|-------------|
| Signature of GIC: _____ | Date: _____ |
|-------------------------|-------------|

(G) For Office Use Only

| | |
|--|---|
| Received Date: _____ | Verified by: _____ |
| Received preliminary approval 4 months before the commencement of the proposed project? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Submitted a project proposal 3 months the commencement of the proposed project? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Result of Overseas Activity: <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason: _____) | OPES Result: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Signature: _____ [International Commissioner] | Signature: _____ [Deputy Chief Commissioner (Educational Programme)] |
| Date: _____ | Date: _____ |
| Copy to Deputy Chief Commissioner (Region Development) | Issue Date: _____ |
| Application Result | Issue Date: _____ |