



境外交流活動 Overseas Exchange Programme 活動計劃書 Project Proposal

活動計劃書需於活動進行前 3 個月前呈交予國際及內地事務處 Please complete and submit the Project Proposal to International and China Liaison Office 3 months before the project commencement date.

甲、基本資料 Section A - Basic Information

隊號 Unit Number _____ 區 Division _____ 分區 District _____

贊助機構 Sponsoring Authority _____

活動計劃名稱 Project Name _____

活動計劃之目的地 Destination _____

活動計劃主題 Project Theme _____

活動日期 Dates of Tour _____

海外接待機構或主辦機構（如有）
Receiving Organization or Host Organisation (if applicable) _____

如計劃屬聯隊活動，請填寫合辦隊伍的隊號
If it is a joint-unit tour, please indicate the Unit Number. _____

參與人數 Number of Participants _____ 女童軍 Guides _____ 人 領袖 Guiders _____ 人

擬申請的資助金額（只適用於女童軍優化境外活動計劃*）
Amount of Grand Sought* (only applicable for OPES) _____ HK\$ x 人 person = HK\$

請填寫支票抬頭作撥款之用（負責機構或隊伍戶口）
（只適用於女童軍優化境外活動計劃）

Grants will be released by cheque, please fill in the name of cheque bearer (Bank account of Sponsoring Authority or Unit) (Only applicable for OPES)

負責領袖姓名 _____ 聯絡電話
Name of Guider-in-charge _____ Contact Tel _____

電郵地址 Email address _____

持有之資格 Qualification**	<input type="checkbox"/> 露營執照 Camper's Licence <input type="checkbox"/> 香港度假營許可證 Hong Kong Holiday Permit <input type="checkbox"/> 小女童軍度假營執照 Pack Holiday Licence	持有委任章 Recognition Badge	<input type="checkbox"/> 金章 Gold <input type="checkbox"/> 銀章 Silver <input type="checkbox"/> 黃章 Yellow
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負責領袖簽署 _____ 日期
Signature of Guider-in-charge _____ Date _____

*女童軍優化境外活動計劃(OPES)－於亞太地區（不包括澳洲及紐西蘭）舉辦活動：每名女童軍最高資助金額為 HK\$2,000；於亞太地區以外舉辦活動：每名女童軍最高資助金額為 HK\$3,000（每份申請可獲資助領袖名額上限為 2 位，將視乎該境外活動之參加人數而定，而每名獲資助領袖之最高資助金額與上述女童軍資助金額相同。） OPES subsidies maximum amount of grant for holding overseas activities in the Asia Pacific Region (except Australia and New Zealand) is HK2,000 per Girl Guides, and Outside Asia Pacific Region is HK3,000 per Girl Guides. (Each application has 2 quotas in maximum for Guiders to apply depending on the total number of participants of the proposed activity. Maximum amount of grant for each subsidied Guider shall be as same as the maximum amount of grant for Girl Guides.)

**請別選 Please tick as appropriate

乙、計劃簡介 Section B - Description of the Project

（如有需要，請分別列明於另一紙上 Please use separate sheet if necessary）

1) 計劃目標及理念 What are the objectives and rationale of your project?

- 2) 請簡述計劃性質及內容（例如：露營活動、交流活動、社會服務等） Please briefly describe the nature and contents of the proposed project (e.g. camping, exchange activity and social service etc.)
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- 3) 請詳述此計劃包含的女童軍教育方法（例如：5項元素及6項技能） Please describe the educational method of Girl Guiding used on the proposed project (e.g. 5 methods and 6Cs)
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- 4) 請簡述出發前的培訓活動及回程後的總結活動
Please briefly describe the pre-trip training events and post-trip events
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- 5) 簡介海外接待機構或主辦機構（如有）
Please briefly introduce the receiving organization or host organisation (if applicable)
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丙、詳細行程、活動內容、住宿及交通安排 Section C - Detailed Itinerary, Programme Contents, Accommodation and Transportation Arrangement

(如有需要，請分別列明於另一紙上 Please use separate sheet if necessary)

日期 Date	活動內容 Programme Contents	地點 Venue	參與人數 (女童軍/領袖) No. of Participants (Guides/Guiders)	交通安排 Transportation Arrangement	住宿安排 Accommodation Arrangement

*如活動計劃內的各項細節有任何修改，必須於境外活動舉辦最少兩個星期前以書面形式徵求國際事務總監同意，並解釋更改有關計劃細節的原因，否則本會有權撤銷撥款 If there are any changes on the proposal, please provide justification(s) for those changes in written form to International Commissioner two week before departure. Otherwise, the HKGGA has the right to withdraw the subsidy granted.

丁、財政預算 Section D - Financial Budget

- 1) 經濟來源 Income
- | | |
|-----------------------------------|------|
| a. 申請本計劃資助 Amount of Grant Sought | HK\$ |
| b. 隊津貼 Unit's Subsidy | HK\$ |
| c. 隊員自費 Members Contribution* | HK\$ |
| d. 其他收入 Other Sources of Income | HK\$ |
| 總數 Total: | HK\$ |

*備註：宜向參加者酌量收費以分擔部份費用，女童軍優化境外活動計劃(OPES)只限支付部分活動開支。

Remarks: It is recommended that participants should bear partial event fee. OPES should only cover partial expenditure of the project.

2) 預算支出 (請詳細列明) Estimated expenditure (Please state in details)

支出項目 Expenditure Item	單價 (港元) Cost (HK\$)	數量 Quantity	總金額 (港元) Total Amount (HK\$)	只適用於女童軍優化境外活動計劃 Only applicable for OPES	
				擬申請的資助額 (港元) Amount of Grant Sought (HK\$)	此欄由本會填寫 For Office Use Only
					獲批款額(港元) Amount Granted (HK\$)
交通 (機票) (Flight Ticket)					
交通 (當地交通) (Local Transportation)					
住宿 Accommodation					
膳食 Meal					
活動 Programme Fee					
場地租金 Venue Booking Fee					
其他Others					
總額 Total Amount (HK\$)					

備註 Remarks (只適用於女童軍優化境外活動計劃) (Only applicable for OPES):

- 各支出項目不可超出/低於預算 15%，否則須作書面解釋 Expenditure of each item shall not vary more than $\pm 15\%$ with the budgeted plan, otherwise written explanation is needed.
- 請根據支出金額提交書面報價紀錄 Submission of Written Quotation

支出項目金額不多於 HK\$3,000 For purchases of stores and services not exceeding \$3,000	提交 1 個書面報價紀錄 Submit 1 quotation
支出項目金額介乎 HK\$3,001 - HK\$30,000 For purchases of stores and services from \$3,001 - \$30,000	提交至少 2 個書面報價紀錄 Submit at least 2 written quotations
支出項目金額介乎 HK\$30,001 - HK\$100,000 For purchases of stores and services from \$30,001 - \$100,000	提交至少 3 個書面報價紀錄 Submit at least 3 written quotations
支出項目金額超於 HK\$100,000 For purchases of stores and services from \$100,001 and above	提交至少 5 個書面報價紀錄 Submit at least 5 written quotations

- 在多數情況下，應選取符合要求而索價最低的報價。如不採納最低的報價，則須明確且有說服力地說明採納該報價之理據，以供審批人員考慮。As a rule, the lowest offer to specification should always be recommended. If the lowest offers are not recommended, the considerations leading to this decision, normally referring to the non-compliance to specifications, must be clearly and convincingly spelt out for the consideration of the approving officer.

3) 預支撥款 Advance Payment (只適用於女童軍優化境外活動計劃) (Only applicable for OPES)

是否需要申請預支撥款？

是 Yes 否 No

Do you need to apply for advance payment?

*有關預支撥款的用途及申請須知請參考申請指引中第七項有關「預支撥款」。

Please refer to the Section G of Application Guidelines 'Advance Payment' about the purposes and instructions for applying advance payment.

戊、其他資料 Section E - Other Information

(如有需要，請分別列明於另一紙上 Please use separate sheet if necessary)

1) 挑選參加者的方法及準則 Methods and criteria for selecting participants

2) 活動的工作人員數目及工作分配 Number of staff members involved and distribution of duties

3) 活動成效評估方法 Method of assessing the effectiveness of the activity

己、參加者名單 Section F - List of Participants

	姓名 Name	隊號 Unit Number	年齡 Age*	職位 Position
1)				女童軍／領袖
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				

*年齡以出發當日計算 Age is assessed based on the departure date

庚、贊助機構負責人及上級總監評語 Section G – Comments of Person-in-charge of Sponsoring Authority and Supervising Commissioners (只適用於女童軍優化境外活動計劃 Only applicable for OPES)

1) 贊助機構負責人 Person-in-charge of Sponsoring Authority	
對計劃之評語 (需要及受益程度、可行性、創新性、完整性等) Comments on the proposed project (need, benefit, feasibility, innovation, comprehensiveness etc.)	
*支持／不支持是項境外交流活動 Support/ Not support this overseas exchange programme **推薦／不推薦參與女童軍優化境外活動計劃(OPES) Recommended/ Not recommended to join the OPES	
姓名 Name	
簽署 Signature	
日期 Date	

2) 分區總監 District Commissioner	
對計劃之評語（需要及受益程度、可行性、創新性、完整性等） Comments on the proposed project (need, benefit, feasibility, innovation, comprehensiveness etc.)	
*支持／不支持是項境外交流活動 Support/ Not support this overseas exchange programme **推薦／不推薦參與女童軍優化境外活動計劃(OPES) Recommended/ Not recommended to join the OPES	
姓名 Name	
簽署 Signature	
日期 Date	
3) 區總監 Division Commissioner	
對計劃之評語（需要及受益程度、可行性、創新性、完整性等） Comments on the proposed project (need, benefit, feasibility, innovation, comprehensiveness etc.)	
*支持／不支持是項境外交流活動 Support/ Not support this overseas exchange programme **推薦／不推薦參與女童軍優化境外活動計劃(OPES) Recommended/ Not recommended to join the OPES	
姓名 Name	
簽署 Signature	
日期 Date	

*請刪去不適用者 Please delete if inappropriate

辛、國際事務總監評語 **Section H – Comments of International Commissioner**

對計劃之評語（需要及受益程度、可行性、創新性、完整性等） Comments on the proposed project (need, benefit, feasibility, innovation, comprehensiveness etc.)	
(只適用於女童軍優化境外活動計劃) (Only applicable for OPES)	
獲批款額 Total Amount Granted	HK\$
預支撥款金額 Amount of Advance Payment	HK\$
國際事務總監姓名 Name of International Commissioner	
國際事務總監簽署 Signature of International Commissioner	
日期 Date	