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| logo | **香港女童軍總會**  **The Hong Kong Girl Guides Association**  **女童軍優化境外活動計劃**  **Overseas Programme Enrichment Scheme (OPES)** |

**計劃報告書**

**Evaluation Report**

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| **計劃報告書需於回程後1個月內呈交予國際及內地事務處 Please complete and return the evaluation report to International and China Liasion Office 1 month after returning.** |

1. **基本資料 Section A - Basic Information**

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| 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. | | | | | |  | | | | | | |
| 實際參與人數 Number of Participants | | | | 女童軍Guides | |  | 人 | 領袖Guiders | | |  | 人 |
| 負責領袖姓名  Name of Guider-in-charge | |  | | | | 聯絡電話 Contact Tel | | |  | | | |
| 電郵地址Email address | |  | | | | | | | | | | |

1. 活動報告**Section B – Activity Report**

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

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|  | 計劃詳情（包括各項活動名稱、時間、內容、參加人數、住宿及交通安排等，並夾附不少於10張活動照片）Please list out the project in detail (including the name, time, content, number of participants, accommodation and transportation arrangement of each activity) with no less than 10 event photos | | | | | |
| 事項/活動名稱  Items/ Name of Activity | 日期/時間  Date/Time | 內容  Content | 交通  Transportation | 住宿  Accommodation | 參加人數  No. of Participants |
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|  | 達致計劃目的的方法  Ways to achieve the objectives of the project | | | | | |
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|  | 受惠者得著  Recipent Benefits | | | | | |
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|  | 計劃內容需要改善之處  Improvements for the project | | | | | |
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1. **財政報告 Section C – Financial Report**

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| **經濟來源**  **Income** | | | | | **金額（港元）**  **Amount (HK$)** | | | **總收入（港元）**  **Total Amount (HK$)** | |
| 1. 申請本計劃資助   Amount of Grant Sought | | | | |  | | |  | |
| 1. 隊津貼   Unit’s Subsidy | | | | |  | | |
| 1. 隊員自費   Members Contribution | | | | |  | | |
| 1. 其他收入   Other Sources of Income | | | | |  | | |
| **預支撥款Advanced Payment (F)** | | | | | **HK$** | | |  | |
| **項目**  **Items** | **預算（港元）**  **Budget (HK$)** | **實際支出（港元）**  **Actual Expenditure (HK$)** | | | | | | | |
| **單價**  **Cost**  **(A)** | **數量**  **Quantity**  **(B)** | **總金額**  **Total Amount**   1. **X (B)** | | **單據號碼**  **Receipts number** | **獲批款額**  **Amount**  **Granted** | **使用獲批款額**  **之支出**  **Paid By Grant** | **使用其他收入**  **之支出**  **Paid By Other Income** |
| **交通（機票）**  **(Flight Ticket)** |  |  |  |  | |  |  |  |  |
| **交通（當地交通）**  **(Local Transportation)** |  |  |  |  | |  |  |  |  |
| **住宿**  **(Accommodation)** |  |  |  |  | |  |  |  |  |
| **膳食**  **Meal** |  |  |  |  | |  |  |  |  |
| **活動費用**  **Programme Fee** |  |  |  |  | |  |  |  |  |
| **場地租金**  **Venue Booking Fee** |  |  |  |  | |  |  |  |  |
| **其他**  **Others** |  |  |  |  | |  |  |  |  |
| **總額（港元）**  **Total (HK$)** | **總預算**  **Total Budget**  **(C)** | **總支出**  **Total Expenditure**  **(D)** | | | | | **總批款額**  **Total Amount**  **Granted** | **使用獲批款額**  **之總支出**  **Total Amount Paid by Grant**  **(E)** | **使用其他收入**  **之總支出**  **Total Amount Paid by Other Income** |
|  |  | | | | |  |  |  |
| **（盈餘Surplus／超支Deficit）= (C) – (D)** | | | | | | | **HK$** | | |
| **由總會退回之款項 Reimbursement to the Unit = (E) – (F)** | | | | | | | **HK$** | | |

1. **參加者名單Section D - List of Participants**

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|  | **姓名Name** | **隊號Unit Number** | **職位Position** |
|  |  |  | 女童軍／領袖 |
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1. **計劃檢討 Section E – Project Evaluation**

(請**詳述**舉辦計劃所獲經驗、遭遇到的困難和限制及解決方法 Please explain the experience gained, difficulties faced, restrictions and solutions **in detail**)

1. **上級總監之評估及建議Section F – Senior Commissioner’s Comment and Suggestion**

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| 1. **分區總監District Commissioner** | |
| 評估及建議Comments and Suggestions to the Project | |
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|  | |
| 姓名 Name |  |
| 簽署 Signature |  |
| 日期Date |  |
| 1. **區總監 Division Commissioner** | |
| 評估及建議Comments and Suggestions to the Project | |
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|  | |
| 姓名Name |  |
| 簽署 Signature |  |
| 日期Date |  |

1. **國際事務總監評語Section G – Comments of International Commissioner**

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| 評估及建議Comments and Suggestions to the Project | |
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|  | |
| 姓名Name |  |
| 簽署 Signature |  |
| 日期Date |  |