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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 |  |