

RESPONSIBILITIES OF A USER UNIT

Publicize the Scheme

- ◆ Encourage young people between 14 -24 to join the Scheme
- ◆ Provide introduction and talks
- ◆ Provide Record books and other Award literature
- ◆ Provide guidelines for participants to start and complete the Scheme

- ◆ Organize Award activities, training and assessment
- ◆ Obtain parental consent for participants
- ◆ Recruit volunteers, appoint instructors and assessors
- ◆ Keep and update records
- ◆ Liaise with the Award Office and other OAs/UUs in the running of courses
- ◆ Arrange insurance coverage if necessary

- ◆ Approve the activity plan for Bronze and Silver levels
- ◆ Authorize the Bronze and Silver Awards
- ◆ Submit the statistical return half-yearly to the Award Office



USER UNIT LEADERS WORK TIPS



Participants' Award Journey



Familiarisation with the Award Scheme

- ◆ Familiarise yourself with the essence, purpose and general principles of the Award Scheme.
- ◆ Read AYP handbook and guide book
- ◆ Participate in the training courses of UU leaders
- ◆ If you have any questions, please enquire with your respective OAs/Award Offices.



Promotion and Recruit participants

1. Request for Award publicity materials/literatures

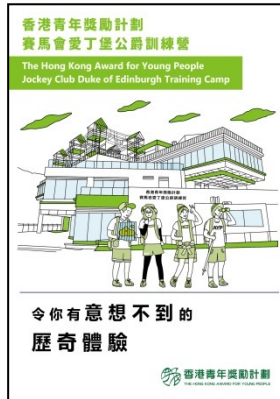
- ◆ Leaflets and posters
- ◆ Award literatures such as AYP handbook and guide book

2. Arrange regular promotion and borrow promotional materials

- ◆ Borrow publicity materials : Roll-up banners and other promotional materials
- ◆ Award souvenirs and products



Promotional Materials



Leaflet



Roll-up Banner

Promotion and Recruit participants

3. Open recruitment of participants

- ◆ Encourage and assist young people between 14-24 to join the Scheme.
- ◆ Organize orientation talks
- ◆ Provide AYP Record Books
- ◆ “Green Bird in Action”



Administration Procedure

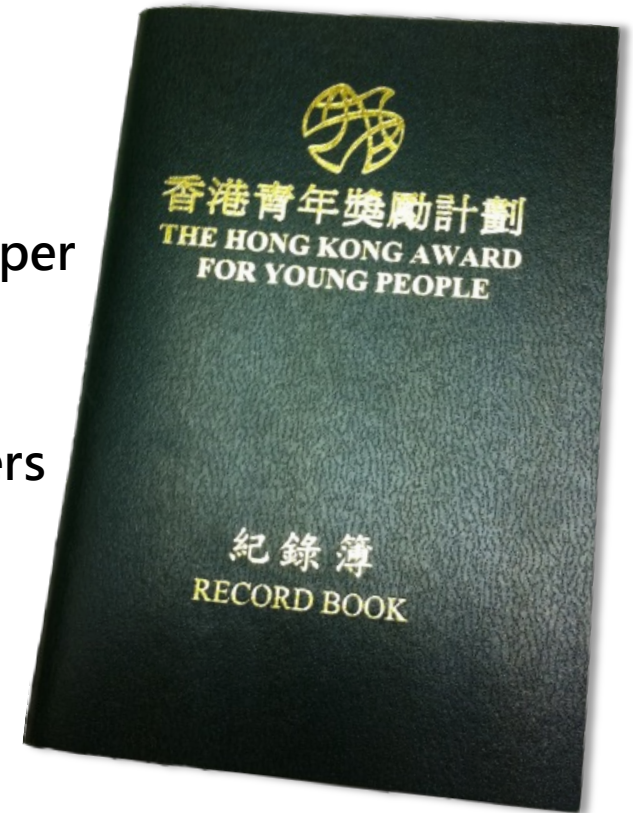
Purchase Record Book

1. Assisting participants in purchasing and filling out record books

- ◆ Member Registration / Enrolment / Archives
- ◆ Record books must be purchased through the respective OAs, \$35 per book (insurance included).
- ◆ Record book should be completed under the guidance of UU leaders
- ◆ Need to ensure that all the details are absolutely correct

2. Obtain parental consent for those participants who are under the age of 18

- ◆ Parental Consent Form



個人資料 PARTICULARS



姓名
NAME _____

英文 ENGLISH 中文 CHINESE
(必須填上身份證上所示姓名 Name as shown on ID Card)

地址
ADDRESS _____

電話 (手提 Mobile) _____ 性別
TEL. NO (住宅 Home) _____ SEX _____

電子郵件
EMAIL ADDRESS _____

出生日期(日/月/年)
DATE OF BIRTH (D/M/Y) _____

參加章級
LEVEL OF ENTRY _____

參考編號
REFERENCE NO. _____
(只供執行處填寫 For Operating Authority use only)

如拾獲此簿，請交回上列地址。
If found, please return to the above address.

1

To be Completed by
UU Leader

執行處 OPERATING AUTHORITY

名稱
NAME _____

地址
ADDRESS _____

電話
TEL. NO. _____

簽發日期(日/月/年)
DATE OF ISSUE(D/M/Y) _____

(由發出紀錄簿的執行處人員填寫)
(To be completed by the Authority issuing this book)

執行處支部 USER UNIT

名稱
NAME _____

地址
ADDRESS _____

電話
TEL. NO. _____

* 以上所有項目必須填寫。
* All the information above must be completed.

2

UU
information

Participant Information and Activity Progress

- ◆ Record the basic information of participant
- ◆ Record the activity progress of 5 sections

<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver (Direct/Progressive)	<input type="checkbox"/> Gold (Direct/Progressive)
Name :		
Gender :	Age :	Date of Birth (dd/mm/yyyy) :
Phone No. :	(Mobile)	(Home)
Email :		
Address :		
Are you new participant? <input type="checkbox"/> Yes <input type="checkbox"/> No Your original OA :		
Emergency Contact :	Mr/Ms	Relationship : Phone No :
Participant's Signature :	Participant aged under 18 needs Parent's Consent	
	Parent's Name :	Parent's Signature :
<p><u>Personal Information Collection Statement</u> :</p> <p>All your personal information would be used for The Hong Kong Award for Young People to process your application of joining YAU or activity. We would also keep your personal information for the purpose of handling research, fundraising appeal, collecting feedback, activity promotion and communication. If you would like to update your personal information, please call 21568610.</p> <p><input type="checkbox"/> I would not like to receive any update from the Award Scheme.</p>		

Activity Progress (Please fill in your progress) :

Level \ Section	Bronze	Silver	Gold
Service	Activity :	Activity :	Activity :
	Date Started :	Date Started :	Date Started :
	Date Ended :	Date Ended :	Date Ended :
Skills	Activity :	Activity :	Activity :
	Date Started :	Date Started :	Date Started :
	Date Ended :	Date Ended :	Date Ended :
Expeditions	Activity :	Activity :	Activity :
	Date Started :	Date Started :	Date Started :
	Date Ended :	Date Ended :	Date Ended :
Physical Recreation	Activity :	Activity :	Activity :
	Date Started :	Date Started :	Date Started :
	Date Ended :	Date Ended :	Date Ended :
Residential Project	/		Activity :
			Date Started :
			Date Ended :
Year of Attainment			

Arrange Activities

1. Understand participants' interests and suggest suitable activities

- ◆ Activities in leisure time
- ◆ Give guidance to the participants and assist them to fulfill the Award's requirements.
- ◆ Such as activities conducted by Award Office and the existing activities that participants themselves are involved

2. Incorporating the programme into other activities

- ◆ Co-operate with the objectives of the OA to which the UU belongs
- ◆ Expansion of Existing Activities



Arrange Activities

3. Organising activities

◆ Adventurous Journey Course

- Contact AYP staff



Funds and Subsidies

AYP PROGRAMME FUND

- To encourage and promote Award activities carried out both locally and elsewhere (5 sections)
- Applications must be submitted to the Award Office two months before the programme commence
- Subsidy half of the activity expenditure
- The maximum fund grant for each participant in the same activity is HK\$3,000 and the maximum grant is HK\$50,000.
- Applications are open in May and November each year.

(Applications are accepted throughout the year, but the amount approved will depend on the prevailing balance)

DR. IRENE TANG AYP INTERNATIONAL EXCHANGE PROGRAMME FUND

- Applicants must be AYP participants/volunteers undertaking AYP' s international exchange programmes or training
- 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
- The maximum grant is **HK\$3,000** for each participant in the same activity
- First priority will be given to applicants who are in need of financial assistance
- Applications are accepted all year round and must be submitted at least **6 weeks before** the programme commenced

香港青年獎勵計劃
THE HONG KONG AWARD FOR YOUNG PEOPLE

鄧慕蓮博士AYP國際交流活動基金
Dr. Irene Tang AYP International Exchange Programme Fund

拓闊國際視野
提升人際關係及領導才能
Broaden international exposure
Improve interpersonal and leadership skills

立即申請
APPLY NOW

2157 8610 | ayp.org.hk/exchangefund | @wiro@ayp.org.hk

Equipment Fund

- For OAs/UUs participating in AYP Flag Days
- For purchasing necessary equipment for organizing events and activities.
- Maximum amount of grant: HK\$50 x number of volunteers for AYP Flag Day



RECRUITMENT OF ADULT VOLUNTEERS

- ◆ Recruit volunteers
- ◆ Appointment of instructors/assessors
- ◆ Adventurous Journey Instructors Central Registration Scheme (CRS)
- ◆ Buy insurance for adult volunteers
- ◆ Handle allowances for instructors and volunteers after the completion of the programme
- ◆ Volunteers recognition and appreciation



Participant Programme Guidance and Assessment

Instructors: participants should be instructed by experienced or qualified persons

Bronze and Silver – instructors must be approved by UUs

Gold - instructors must be approved by OAs

Assessor: assessment should be carried out by qualified persons

Bronze and Silver – assessors must be approved by OAs

Gold - assessors must be approved by respective section panels



Responsibilities of Assessors

Before the activity starts, assessor should...

- ◆ Review the plan and give advice
- ◆ Discuss method of assessment

Before the activity ends, assessor should...

- ◆ View the activity log and evaluate it using the method of assessment
- ◆ Give comments and sign the record book

During the activity, assessor should...

- ◆ Meet with participants regularly to understand the progress of their activities.
- ◆ Discuss the progress with the participants and give them advice or guidance
- ◆ Assist participants to deal with problems encountered

Activity Approval and Record

- ◆ Proactively understand the details of participants' planning/approve the plan
- ◆ Follow up the progress of participants during the programme.
- ◆ Record and guide participants to complete the activity log
- ◆ Record participants' progress on the “Record Sheet” .



Encourage Participants to Complete Planned Activities

- ◆ Patiently answering enquiries
- ◆ Provide encouragement and support to participants
- ◆ Assisting participants to transfer to other units and applying for upper age extension



Transfer to Other Operating Authorities

- ◆ Complete page 5 of the Record Book
- ◆ Submit to the OA representative for checking and signing



Tick the completed sections



OA representative checked and signed

姓名
NAME _____

出生日期(日/月/年)
DATE OF BIRTH (D/M/Y) _____

現屬執行處
PRESENT OPERATING AUTHORITY _____

海外地址 (如適用)
OVERSEAS ADDRESS (IF APPLICABLE) _____

進度表 (請 ✓)
PROGRESS TO DATE (PLEASE ✓)

科目	SECTIONS	銅章 BRONZE	銀章 SILVER	金章 GOLD
服務	SERVICE			
野外鍛鍊	EXPEDITIONS			
技能	SKILLS			
康樂體育	PHYSICAL RECREATION			
團體生活	RESIDENTIAL PROJECT			
已獲獎章	AWARD GAINED			

簽署
SIGNED _____ 日期
DATE _____

姓名 (正楷)
NAME (IN BLOCK LETTERS) _____

職位
POSITION HELD _____

Transfer to Local Operating Authorities

- ◆ After complete page 5 of the Record Book, the participant shall then forward the Record Book to the OA which he/she intends to join for necessary registration procedure
- ◆ The new OA/UU checks page 5 of the Record Book and write new OA/UU information on page 3 for the participant

執行處 OPERATING AUTHORITY

名稱
NAME _____

地址
ADDRESS _____

電話
TEL. NO. _____

轉會日期(日/月/年)
DATE OF TRANSFER (D/M/Y) _____

執行處支部 USER UNIT

名稱
NAME _____

地址
ADDRESS _____

電話
TEL. NO. _____

* 以上所有項目必須填寫。

* All the information above must be completed.

* 此頁供已辦妥轉換執行處手續的參加者之用。

* For participant who has transferred to a new OA.

Transfer to Another Country

- ◆ Complete page 5 of the Record Book and forward it to the Award Office for further arrangements. Award Office will provide a transfer form to be completed by the participant



Tick the completed sections



OA representative checked and signed

姓名
NAME _____
出生日期(日/月/年)
DATE OF BIRTH (D/M/Y) _____
現屬執行處
PRESENT OPERATING AUTHORITY _____
海外地址 (如適用)
OVERSEAS ADDRESS (IF APPLICABLE) _____

進度表 (請 ✓)
PROGRESS TO DATE (PLEASE ✓)

科目	SECTIONS	銅章 BRONZE	銀章 SILVER	金章 GOLD
服務	SERVICE			
野外鍛鍊	EXPEDITIONS			
技能	SKILLS			
康樂體育	PHYSICAL RECREATION			
團體生活	RESIDENTIAL PROJECT			
已獲獎章	AWARD GAINED			

簽署
SIGNED _____ 日期
DATE _____

姓名 (正楷)
NAME (IN BLOCK LETTERS) _____

職位
POSITION HELD _____

Application for Upper Age Extension

- ◆ Should submit the application to the Award Office **two months before the 25th birthday** of the applicant

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:

- Name: (English) _____ (Chinese) _____
- Correspondence Address: _____

- Telephone No: (Mobile) _____ (Residence) _____
- Email Address: _____
- Date of Birth: _____ (day/month/year)
- Name of Operating Authority: _____
- Name of User Unit: _____
- Level of Entry: * Bronze / Silver / Gold (* delete as appropriate)
- Date of first registration as participant: _____ (day/month/year)
- 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
Gold Level	(a) Service			
	(b) Expeditions			
	(c) Skills			
	(d) Physical Recreation			
	(e) Residential Project			

11. Period of Extension Requested:
_____ (months) as from _____

12. Reasons for Upper Age Extension:

12. Recommendation from Operating Authority:

Signature of
OA Representative: _____

Name: _____

Date: _____

N.B. This form should be submitted to the Award Office **two months before** the candidate's 25th birthday with the candidate's record book photocopies (*the first page and the completed Gold Level Sections*).

Activity Completed

- ◆ Handle instructor's allowance and sum up programme finance
- ◆ Signing of record books by assessors
- ◆ Assist participants in applying for activity plan endorsement from the section panel (Gold Level).

Submit all necessary documents, e.g. activity reports, certificates of attendance (if any), course certificates (if any), etc., and have them endorsed by the UU leaders to the section panel member.

銅章級服務科

BRONZE: SERVICE

活動 ACTIVITY 學校團紀(主項) 組別 GROUP

開始日期(日/月/年) DATE STARTED(DMY) 12.9.2022

完成日期(日/月/年) DATE COMPLETED(DMY) 13.3.2023

訓練課程主辦者(第二組及第三組適用)
TRAINING ORGANISED BY (FOR GP 2 & 3)

完成的訓練或取得的資格(第二組及第三組適用)
TRAINING COMPLETED OR QUALIFICATION GAINED
(FOR GP 2 & 3)

評核員報告
ASSESSOR'S REPORT

服務認真,富責任感及領導才能,
所安排之工作定必盡力完成。

茲證明參加者在實際服務期間曾接受三次輔導。
Where practical service has been given, it is certified that 3
counselling sessions were held.

簽署 SIGNED 光 日期 DATE 31.3.2023

姓名(正楷) NAME (IN BLOCK LETTERS) 陳漢光

資歷 QUALIFICATION 學校老師

Award Authorisation/Presentation

- ◆ The award will be authorized by the OA after participant complete all the sections
- ◆ Apply for certificates and badges from the Award office
 - ◆ The OA/Award Office will arrange for the presentation of certificates and badges on suitable occasions or at award presentation ceremonies
 - ◆ Gold award presentation ceremony
 - ◆ Silver award presentation ceremony
- ◆ Certificates and badges can be awarded by self arrangement.



Award Authorisation/Presentation



	Bronze	Silver	Gold
(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.

Notification of Attainment of Bronze Award

◆ To be completed and submitted by the UU leaders

執行處 _____
Operating Authority _____
執行處支部 _____
User Unit _____
地址 _____
Address _____
聯絡人 _____ 聯絡電話 _____
Contact Person _____ Contact No. _____
電郵 _____ 傳真 _____
Email _____ Fax No. _____

本執行處證明以下參加者已完成獎勵計劃銅章級各科活動及所提供的資料全屬正確。
The Operating Authority hereby certify that the below participants have completed the requirements of all sections of Bronze Award, and all the information stated is correct.

	Full Name <small>(請依照身份證上的資料填寫 - Please enter the name as recorded in the Hong Kong Identity Card.)</small>	姓名	性別 Gender	年齡 Age
1				
2				
3				
4				
5				
6				

* 參加者必須年滿 14 歲半才可獲發銅章。 Minimum age for attaining Bronze Award is 14 and half years old.

執行處代表姓名 _____ 日期 _____
Name of OA Representative _____ Signature of OA Representative _____ Date _____

FOR OFFICE USE ONLY:	
Received date:	Checked by:

請填妥及寄交獎勵計劃總辦事處 (地址: 九龍長沙灣麗閣邨麗苑樓 3 樓 301-309 號)
PLEASE COMPLETE AND FORWARD TO THE AWARD OFFICE
(Add.: Nos.301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon)

Notification of Attainment of Silver/Gold Award

* 銀章 / 金章級完成通知書 NOTIFICATION OF ATTAINMENT OF *SILVER/GOLD AWARD

第一部份 參加者請填寫本部份 (請用正楷填寫)
Part I This Part to be Completed by Participant (Please use BLOCK LETTERS)

姓名 (英文) _____
Name in English (請於身份證上填妥姓名 - Please enter name on your HKID Card.)

姓名 (中文) _____
Name in Chinese

性別 _____ 國籍 _____
Gender Nationality

出生日期 _____ 年齡 _____
Date of Birth (日 date / 月 month / 年 year) Age

通訊地址 (英文) _____
Correspondence Address

電郵地址 (以接收頒獎典禮最新消息)
E-mail Address (For receiving latest news of Award Presentation)

通訊電話 (住宅) _____ (手提電話) _____
Contact Number (Home) (Mobile)

所屬執行處 _____
Name of Operating Authority

所屬執行處支部 _____
Name of User Unit

最初參加章級 (請於適當方格加✓) 銅章級 直接銀章級 直接金章級
Level of First Entry (Please tick) Bronze Direct Silver Direct Gold

收集個人資料告示

香港九龍沙灣麗閣榮華樓三樓301-309號
Nos. 301-309, 3/F, Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon, Hong Kong
電話: 2157 8600 / 網頁: www.ayp.org.hk / Facebook & Instagram: ayphk / Youtube: AYPHKT91

Notice for Collection of Personal Data

"The Hong Kong Award for Young People" will use the personal data collected for processing of the award applications, joining Award Network and relevant promotion activities. We may disclose your personal data to other AYP related parties in the assessment of your application or provision of service to you. We may also retain archived personal data for statistical and communication purpose. Should you have any enquiries and / or request for correction of your personal data, please contact the Award Office in writing.

請詳述參加者之各級獎勵計劃活動、開始日期及完成日期 (日/月/年):
Activities undertaken and the dates of commencement and completion (DD/MM/YY):

科目 SECTION	銅章級 BRONZE	銀章級 SILVER	金章級 GOLD
服務科 Service	活動 Activity		
	開始日期 Date of Commencement		
野外鍛鍊科 Adventurous Journey	活動 Activity		
	開始日期 Date of Commencement		
技能科 Skills	活動 Activity		
	開始日期 Date of Commencement		
康樂體育科 Physical Recreation	活動 Activity		
	開始日期 Date of Commencement		
團體生活科 Residential Project	活動 Activity		
	開始日期 Date of Commencement		
	完成日期 Date of Completion		

日期 Date: _____ 參加者簽署 Participant's Signature: _____

本人不同意加入獎勵計劃網絡。 I disagree to join Award Network.

第二部份 本人證明上述參加者已完成獎勵計劃 *銅章/銀章/金章活動及所提供的資料全屬正確。
Part II I hereby certify that the above participant has completed the requirements of all sections of *Silver/Gold Award, and all the information stated is correct.

執行處代表姓名 _____ 執行處代表簽名 _____ 日期 _____
Name of OA Representative Signature of OA Representative Date

請填妥及寄交獎勵計劃辦事處 (地址: 九龍沙灣麗閣榮華樓三樓 301-309 號)
PLEASE COMPLETE AND SUBMIT TO THE AWARD OFFICE
(Address: Nos.301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon)

FOR OFFICE USE ONLY:

Received date: _____ Checked by: _____ Approved by: (Chief Executive Officer) _____

Application for Certification of *Silver/Gold Award Attainment

The Hong Kong Award for Young People Application for Certification of *Silver/Gold Award Attainment

1. Criteria for Application:

This form is only eligible for applicants who have:

- 1.1 submitted the Notification of Silver/Gold Award to the Award Office; AND
- 1.2 fulfilled all the Award requirements; AND
- 1.3 sufficient reasons to get the certification before the Silver/Gold Award Presentation.

2. Application Fee:

HK\$20

3. Personal Information of Applicant (Please fill in BLOCK letters):

Name: (Family Name) _____ (Second Name) _____

Sex: _____ Operating Authority / User Unit: _____

HK ID No. _____ Contact Phone No. _____

Correspondence Address: _____

4. Reason for Application:

5. Method of Collection of Certificate of *Silver/Gold Award Attainment (Please ✓):

Mail it to the above address

Collect it in person at the Award Office
(Please call the Award Office for arrangement)

Signature: _____

Date: _____

* Please delete as inappropriate

Please send this form, together with the application fee (crossed cheque payable to **The Hong Kong Award for Young People**) to the Award Office at Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. Please note that e-mail and fax application will not be accepted. For enquiry, please call 2157 8600 .
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Maintain Close Liaison with the OAs and Award Office

- ◆ Handle of complaints about the Award Scheme
- ◆ Complete and submit the Half-yearly Statistical form

Half-yearly Statistical Return

◆ New Entrant

◆ Drop Out

◆ Award Leader

THE HONG KONG AWARD FOR YOUNG PEOPLE
Half-yearly Statistical Return from User Unit

To be submitted on or before _____ April to : Award Operating Authority
 c/o No. 301-307, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon.

Name of User Unit : _____

Statistical report for the period : _____ To _____

I. Membership

	Participants						Award leaders incl. Instructors/ Assessors (Note 3)	
	Bronze		Silver		Gold			Total
	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)

III. Remarks : _____

Date : _____ Prepared by : _____

(_____)

Support from Award Office

- ◆ Operational and administrative support
 - ◆ Participant, volunteer and Award leader training
 - ◆ Promotion and Recognition
- 



<http://www.ayp.org.hk>



award@ayp.org.hk



AYP.HK



AYP.HK



Service Units



Kowloon Award Centre
2157 8600



N.T. Award Centre
2638 4655



HKAYP
Jockey Club Expeditions Centre
2791 4321



Jockey Club Duke of Edinburgh
Training Camp
2657 1012

Thank You



AYP



ayp.hk



AYPsince1961