**感謝狀（三年）提名表格**

**Nomination Form for Certificate of Appreciation (3 years)**

此獎狀由香港特別行政區行政長官簽署，頒發予服務獎勵計劃滿三年或以上之義工。

This Certificate signed by The Chief Executive of The Hong Kong Special Administrative Region will be presented to volunteers with more than 3 full years of service to the Award.

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| **目的**鼓勵及表揚熱心服務獎勵計劃的義工朋友 | **Objective**To show appreciation and encouragement to volunteers who contributed to the Award |
| **提名人要求**提名人必須符合下列其中一項身份：* 理事會委員
* 委員會主席
* 科主任
* 執行處代表
* 獎勵計劃總幹事
 | **Criteria for Nominators**The nominator should be one of the followings:* Award Council Member
* Committee Chairman
* Panel Convener
* Operating Authority Representative
* Award Office Chief Executive Officer
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| **候選人資格*** 候選人必須服務獎勵計劃滿三年，不遺餘力推動獎勵計劃，協助參加者獲取獎章，並作出顯著貢獻
* 候選人於獲取章級過程中所提供之服務不在計算之列
 | **Qualifications of Nominees*** The nominee should have performed exceptional services, assisted participants to achieve the Award and contributed substantially to the Award for at least 3 full years
* Services performed during his/her completion of the Award Scheme should not be counted
 |
| **評審準則*** 總辦事處將核對候選人資料，並提交事務委員會評審
* 評審過程中事務委員會將按義工的服務時數和貢獻，並參考執行處的參加及得獎者人數而作出決定
 | **Judging*** After verification of data of nominees by the Award Office, the list will be passed to Operations Committee for review
* The Operations Committee will consider the applications according to nominees’ service hours and contribution, and also refer to the no. of participants and Award recipients of the OA
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**感謝狀（三年）提名表格**

**Nomination Form for Certificate of Appreciation (3 years)**

**請確保所提供的資料正確。Please provide accurate information.**

候選人資料Nominee Information

姓名Name: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 中文Chinese（須與身份證明文件相符） 英文English (as on HKID Card/ Passport)

性別Gender: 出生日期 Date of Birth (DD/MM/YY):

通訊地址Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

手提電話Tel.: \_\_\_\_\_\_

電郵Email:

（用於接收頒獎典禮最新消息For receiving the latest news of Award Presentation）

\* 收集個人資料告示

候選人的個人資料只會用於「香港青年獎勵計劃」處理嘉許狀提名及有關之宣傳等事項。我們可能會將個人資料提供予本會有關之合適

人士作評核提名之用。我們亦會保留已存檔的個人資料作統計及通訊用途。如欲查詢或更改個人資料，請以書面致函本會。

\* Notice for Collection of Personal Data

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

服務紀錄Service Record

請細列出過去三年曾參與的獎勵計劃服務或活動Please fill in service or youth work related to the Award in the past 3 years:

(如表格上的空位不夠應用，可另紙填寫詳細資料 If space provided on the form is insufficient, please give the details on a separate sheet of paper)

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| --- | --- | --- | --- |
| 服務年期Service Period | 服務單位／活動名稱Service Unit/Project Name | 候選人角色Position Held | \*義務工作描述(活動內容、參加及完成人數等)\*Description of Duties(Content of activities, no. of participants and completion, etc.) |
| 由（月/年）From (MM/YY) | 至（月/年）To (MM/YY) |
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\*請具體描述所擔任的工作以作為評估依據，例如提供支持數據、崗位職責及對獎勵計劃的貢獻等。Please provide a detailed description of the duties for consideration, e.g. supporting figures, roles and responsibilities and contributions to the Award.

其他貢獻Other Contributions:

 \_\_\_\_\_\_\_\_\_\_\_

提名人資料Nominator Information

姓名Name: \_\_\_\_\_\_\_

 中文Chinese 英文English

通訊電話Tel.: \_\_\_\_\_\_ \_\_\_\_\_ （公司Office） \_\_\_\_\_\_ （手提Mobile）

於獎勵計劃內擔任之職位Position held in the Award:

執行處印鑑（如適用）Operating Authority Chop (If applicable): \_

提名原因Reason for Nomination:

 \_\_\_\_\_\_\_\_ \_\_\_

 \_\_\_\_\_\_\_\_\_\_\_

提名人簽署Signature of Nominator: 日期Date: \_

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| 辦事處專用For Office UseDate Received: Checked by: Approved by: |