

Part F2: Declaration of Collaborating School

(for school not in collaboration with an applicant NGO on CBP in 2023/24 s.y.)

This part applies to an application for which the school did not collaborate with the NGO on CBP in 2023/24 s.y..

(If the school continues to collaborate with the same NGO as in 2023/24 s.y., please complete Part F1.)

There is no restriction on the number of collaborating schools but they must be located in the same district.

(Please photocopy this page if necessary)

1. To be completed by the collaborating school:

Name of School: (English) _____
 (Chinese) _____

Address of School: (English) _____
 (Chinese) _____

School Code: Session: AM PM WD

School Type: Govt Aided Caput DSS

School Level: Sec Pri ^Special (Sec) ^Special (Pri)
^Separate forms should be used for secondary and primary sections of a special school

Estimated no[#] of **eligible students⁽ⁱ⁾** referred by school to **participate** in the project (count by heads): _____
 (including _____ non-Chinese speaking (NCS) students, _____ special educational need (SEN) students,
 and _____ newly arrived children (NAC)).

[#] School is suggested to make reference to the actual no. of students participating in the 2022/23 Community-based Projects for estimation (if applicable).

Mutual agreement on administrative procedures has been reached between our school and the applicant NGO. School teacher in-charge and the project coordinator have signed for verification.

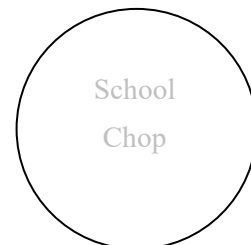
Name of School teacher-in-charge: _____ Name of School Supervisor/Principal*: _____

Position: _____ Signature of School _____

School Tel. no.: _____ Supervisor/Principal*: _____

School Fax no.: _____ Date: _____ / _____ / 2024

Email Address: _____



2. To be completed by the applicant NGO/ NGO's Subsidiary Organisation:

Mutual agreement on administrative procedures has been reached between our organisation and the collaborating school as detailed in part F2(3). School teacher in-charge and the project coordinator have signed for verification.

Name of *NGO/ NGO's Subsidiary Organisation: _____

Name of Project Coordinator⁽ⁱⁱ⁾: _____

Signature of Project Coordinator: _____



Remark: (i) Eligible Students i.e. P1 to S6 students in receipt of the Comprehensive Social Security Assistance, full-grant assistance under the Student Financial Assistance Schemes and the disadvantaged students provided by the schools under their discretionary quota.

(ii) Personnel stated in this part must be the Project Coordinator stated in Part E.

(*Delete whichever is not applicable)

3. Meeting minutes between school and the applicant NGO:

(To be completed together by the school and the applicant NGO after mutual agreement on the details of the project has been reached between school and the NGO.)

(Please fill in the contents and put a “✓” in the appropriate box(es))

(a) Both parties have discussed the detailed terms/conditions of the project by way of the following and mutual agreement has been reached.

(For details, please refer to Part I of this application form.)

Interview Phone conversation Email Fax

Others: (_____)

(b) The NGO should submit the document(s) below to the school at least ____ working day(s) before the commencement of activities for reference.

- List of instructors
- Academic qualification(s) of instructor(s)
- Reference number(s) for the Sexual Conviction Record Check of instructor(s)
- Contract(s) between the NGO and instructor(s)
- Others: _____

(c) The NGO should ensure that all instructors (including substitute instructors) appointed to the school have undergone the Sexual Conviction Record Check.

(d) The school should notify the NGO at least ____ working days before the commencement of activities if there is any adjustment to the details/content of the approved activities; the NGO should submit an application for project adjustment to the Education Bureau within ____ working days after receiving a request from the school.

(e) The NGO should reply to the school’s queries concerning the content or progress of Community-based Projects within ____ working days. Written reply with relevant document(s) should be submitted when required.

(f) The NGO should notify the school of the change of Project Coordinator by phone or through written notification within ____ working days.

(g) Both parties should follow the arrangement(s) below for change of instructor(s) :

Notify the other party immediately. The NGO should arrange new instructor(s) within ____ working days and submit relevant documents as listed in (b) to the school for checking and retention.

Other arrangement(s):

(h) The NGO should follow the procedure(s) below for the arrangement of substitute instructor(s):

The NGO should notify the school of the arrangement of substitute instructor(s) at least ____ hours before the commencement of activity. Relevant documents as listed in (b) should be submitted to the school within ____ working days for checking and retention.

Other arrangement(s):

(i) Others:

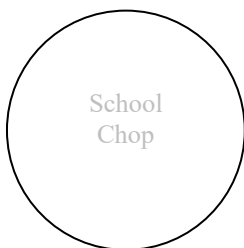
Signature : _____

Name of School

teacher-in-charge: _____

Position: _____

Date: _____



Signature : _____

Name of Project Coordinator:

Date: _____

