

CYC Member Merit Award Scheme (Secondary School)

Aim: The aim of the scheme is to encourage CYC members to take an active and initiative role in community service projects, to promote social awareness and set a good example to the community.

(I) Basis of Awards

1. Activities, including social services and activities which develop nine types of generic skills, that coincide with the Club's motto 'Learn, Be concerned and Serve' will be considered for point awarding purposes under the Scheme. Members are awarded 1 to 4 points for participating in social services depending on their role of participation.

Members are awarded 1 to 4 points for participating in activities which develops nine types of generic skills, depending on their performance or their role of participation in the activities.

Roles of participation are classified into three different categories under the Scheme:-

Category A: Participating in activities (1 point)

Participation is confined to basic level of involvement, such as taking part in visits, training, service projects and civic education campaign or competition.

Category B: Assisting in organizing activities (2 points)

(a) Participation is involved at an administrative level such as serving as a committee member of an established activity or service project.

This case also applies to self-initiated projects or activities where the events are planned and carried out under members' initiatives.

e.g. make a survey by an individual on black spots of a chosen district and report on findings, conclusions and solutions.

Category C: Organizing school-based activities (3 points)

For major school projects, either centrally organized or self-initiated, which involve the participation of a significantly large group of members or sometimes all members of the CYC group in a school, the chief organizer or chairman of the activity will be awarded 3 points to account for the degree of involvements.

Category D: Organizing large-scale activities (4 points)

Under situation where a large scale joint CYC group / district / territory project is involved, the one who leads the operation of the whole project will be awarded 4 points.

2. A member can only be awarded once in an activity.

CYC teacher-in-charge may contact the CYC Office to enquire about the Scheme.

CYC website: EDB website (www.edb.gov.hk)→Public and Administration Related→Related Bodies and Schemes→Education-related Schemes and Funds→Community Youth Club

(II) Gradings

Secondary School Member Awards are divided into 7 levels according to the following criteria :

Secondary School Foundation Level (Yellow Badge)

(Points accumulated: 4)

1. Members should have earned 4 points.
2. Two points must come from participation in social services. And the other two points may come from participation in either social services or activities helping students to develop nine types of generic skills.

Secondary School Level 1 (Green Badge)

(Points accumulated: 4+6=10)

1. Members should have attained Secondary School Foundation Level and have earned another 6 points.
2. Four points must come from participation in social services. And the other two points may come from participation in either social services or activities helping students to develop nine types of generic skills.

Secondary School Level 2 (Orange Badge)

(Points accumulated: 10+8=18)

1. Members should have attained Secondary School Level 1 and have earned another 8 points. Points awarded should include at least one activity under Category B, C or D.
2. Six points must come from participation in social services. And the other two points may come from participation in either social services or activities helping students to develop nine types of generic skills.

Secondary School Level 3 (Purple Badge)

(Points accumulated: 18+12=30)

1. Members should have attained Secondary School Level 2 and have earned another 12 points. Points awarded should include at least:
 - (i) 2 activities under Category B; or
 - (ii) 1 activity under Category C; or
 - (iii) 1 activity under Category D
2. Eight points must come from participation in social services. And the other four points may come from participation in either social services or activities helping students to develop nine types of generic skills.
3. Members should have participated in at least 3 activities or service projects of different nature.

Third Honour Level (Blue Star Honour Badge)

(Points accumulated: 30+12=42)

1. Members should have attained Secondary School Level 3 and have earned another 12 points. Points awarded should include at least:
 - (i) 2 activities under Category B; or
 - (ii) 1 activity under Category C; or
 - (iii) 1 activity under Category D.

2. Eight points must come from participation in social services. And the other four points may come from participation in either social services or activities helping students to develop nine types of generic skills.
3. Members should have participated in at least 3 activities or service projects of different nature.
4. Participation at honour levels is extended to SMSG members, who are invited to earn points and badges under these levels.

Second Honour Level (White Star Honour Badge)

(Points accumulated: 42+12=54)

1. Members should have attained Third Honour Level and have earned another 12 points. Other criteria are the same as Third Honour Level.
2. Participation at honour levels is extended to SMSG members, who are invited to earn points and badges under these levels.

First Honour Level (Red Star Honour Badge)

(Points accumulated: 54+12=66)

1. Members should have attained Second Honour Level and have earned another 12 points. Other criteria are the same as Second Honour Level.
2. Participation at honour levels is extended to SMSG members, who are invited to earn points and badges under these levels.

(III) Recognition of Attainment

1. Members eligible for any level of badges should have their record books signed by their teacher-in-charge. They will then be awarded badges of specific design. Members are advised to take proper care of their record books. Schools should also maintain a proper record in support of members' award attainment.
2. For SMSG members who study in tertiary institutes, their attainments may be recognized by SMSG Executive Committee chairperson and endorsed by the CYC Office.

(IV) Presentation of Awards

Level of Award	Occasion of Presentation
Secondary School Foundation Level	Schools (School-based Arrangement)
Secondary School Level 1	
Secondary School Level 2	District Prize Presentation Ceremonies
Secondary School Level 3	Annual Parade
Honour Levels	

(V) Procedures for Claiming Awards

1. Members should fill in the date of each activity or services they have participated in and give justifications for claiming the award in their record books. The record books should then be submitted to the teacher-in-charge.
2. The teacher-in-charge should enter the number of points duly scored in the members' record books.
3. The teacher-in-charge should download the 'CYC Member Merit Awards Record Forms' from CYC webpage. After filling the forms, follow the steps in below to attain each level of awards.
4. Steps for attaining each level of awards:

Secondary School Foundation Level / Secondary School Level 1	Secondary School Level 2	Secondary School Level 3 / Honour Levels
The teacher-in-charge should verify the record books and submit the duly completed CYC Member Merit Awards Record Forms to the CYC Office by <u>fax</u> or by <u>post</u> . Badges of Foundation Level and Secondary School Level 1 are to be sent to schools and then presented to members. For Secondary School Level 2, badges will be presented to members in District Prize Presentation Ceremonies.		After verification by the teacher-in-charge, the record book has to be submitted with the duly completed CYC Member Merit Awards Record Forms to the CYC Office by <u>post</u> for endorsement. Badges will be presented in the Annual Parade.

Remarks: School should keep a record on all activities, such as participating members' name lists, for verification purpose.

Please Note:

Based on the characteristics of individual pupils, CYC teachers-in-charge of special schools are given discretion to consider whether it is feasible for them to observe rules on completion of activities under the 4 categories. If an exemption is necessary, CYC teacher-in-charge should state the reason on submission of recommendation for Secondary School Level 3 and Honour Levels Awardees.