

**The Hong Kong Award for Young People (HKAYP)**  
**Schools Operating Authority (SOA)**  
**Application for Award**

(Revised in November 2025)

Name of School (User Unit) : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Email : \_\_\_\_\_

Name of User Unit Chief Leader : \_\_\_\_\_

Level of Award Applied: ☐ Bronze Level ☐ Silver Level ☐ Gold Level  
Please tick “√” the appropriate box.

Name of Participants (Must be the same as the HK Identity Card)			Gender (M/F)	Age e.g. 15y6m		For SOA OFFICIAL USE ONLY Application Results	
English (IN BLOCK LETTERS)	Chinese	year		month	Approved	Not Approved	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Signature of Principal : \_\_\_\_\_

Name of Principal : \_\_\_\_\_

Date : \_\_\_\_\_

School Chop

**For SOA OFFICIAL USE ONLY**

SOA Officer (Signature): \_\_\_\_\_

(Name): \_\_\_\_\_

Date: \_\_\_\_\_

**Reply Slip**

To: User Unit Chief Leader

Issue Date: \_\_\_\_\_

- A total of \_\_\_\_\_ students' applications for the Awards of ☐ Bronze ☐ Silver ☐ Gold Level have been approved.
- Please collect the Record Books, certificates and pins from the SOA Head Office within one month from receiving the notification from SOA. Certificates and pins of Silver and Gold Awards will be presented at the annual Silver/Gold Award Presentation.
- Address of the SOA Head Office: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
- Office Hours: Monday to Friday (Closed on Saturday, Sunday and public holidays)  
From 9 am to 1pm and 2 pm to 5 pm
- Enquiry Tel. No.: 2892 6660

Sign for Receipt:

Date:

## **Submission Methods and Important Notes**

1. This application form should be forwarded together with the **Record Books** after checking by the User Unit leader to the SOA Head Office. Please submit the completed application form via email or the Electronic Form Submission System.
  - Applicants applying for the Gold Award are required to submit their physical record books and the **Notification of Attainment of Silver / Gold Award**.
  - Applicants applying for the Silver Award are only required to send the scanned pages of the record books and submit the **Notification of Attainment of Silver / Gold Award**.
  - Applicants applying for the Bronze Award are only required to send the scanned pages of the record book.

Address: Schools Operating Authority Head Office (HKAYP)  
Student Special Support Section, Education Bureau  
Room 1141, 11/F, Wu Chung House,  
213 Queen's Road East,  
Wanchai, Hong Kong.

Email: [casss11@edb.gov.hk](mailto:casss11@edb.gov.hk)

Electronic Form Submission System: Upload to the Electronic Form Submission System in PDF format  
(<https://eformss.edb.gov.hk> > E-FORMS APPLICATION >  
105. Submitting Document(s) to the EDB > AYP 007 Application for Award)

2. The Silver Award certificates and pins / Gold Award certificates and pins will be presented at the annual Silver / Gold Award Presentation respectively. For absentees of the Silver Award Presentation, the SOA Head Office will notify the User Unit Chief Leader concerned after the ceremony for collection of certificates and pins. For absentees of the Gold Award Presentation, please contact the HKAYP Award Office (Tel: 2157 8600) directly for collection of certificates and pins.
3. For those who would like to request a testimonial for Silver/ Gold Award, please download the Application Form "**Application for Certification of \*Silver/Gold Award Attainment**" from the Award Office website (<https://ayp.org.hk/en/>), and submit the completed form to the Award Office.
4. SOA may use the log books / photos of participants for promotion.

## **Personal Information Collection Statement**

1. The personal data provided by you in this form will be used by Education Bureau (EDB) for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for individual grant and subsidy as well as education service provided by EDB;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
  - (d) Activities relating to compilation of statistics, research and Government publications.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.
3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school and the organisations, including the Hong Kong Award for Young People, in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
  - (d) where you have given your prescribed consent to such disclosure; and
  - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.
4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data in this form should be made in writing to Clerical Assistant (Student Special Support) at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to [casss11@edb.gov.hk](mailto:casss11@edb.gov.hk).



# 香港青年獎勵計劃

THE HONG KONG AWARD FOR YOUNG PEOPLE

\* 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（請用正楷書寫）

Part I

This Part to be Completed by Participant (Please use BLOCK LETTERS)

姓名（英文）

Name in English

(請依照身份證上的資料填寫。Please enter same as your HKID Card)

姓名（中文）

Name in Chinese

性別

Gender

國籍

Nationality

出生日期

Date of Birth

日 date / 月 month / 年 year

年齡

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

Contact Number

(住宅)

(Home)

(手提電話)

(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（請在適當的方格內加“✓”號） 銅章級 ☐

Level of First Entry (Please tick)

Bronze

直接銀章級 ☐

Direct Silver

直接金章級 ☐

Direct Gold

### 收集個人資料告示

你所提供的個人資料只會用於「香港青年獎勵計劃」處理參加者申請獎章，加入獎勵計劃網絡及有關之宣傳等事項。我們可能會將你的個人資料提供予本會有關之合適人士作為評核你的申請或提供服務給你。我們亦會保留已存檔的個人資料作統計及通訊用途。如欲查詢或更改你的個人資料，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 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.

\* 將不適當的刪除

\* Delete whichever is not appropriate

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 of activities (DD/MM/YYYY):

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	/ /	/ /	/ /
	完成日期 Date of Completion	/ /	/ /	/ /
野外鍛鍊科 Adventurous Journey	活動 Activity			
	開始日期 Date of Commencement	/ /	/ /	/ /
	完成日期 Date of Completion	/ /	/ /	/ /
技能科 Skills	活動 Activity			
	開始日期 Date of Commencement	/ /	/ /	/ /
	完成日期 Date of Completion	/ /	/ /	/ /
康樂體育科 Physical Recreation	活動 Activity			
	開始日期 Date of Commencement	/ /	/ /	/ /
	完成日期 Date of Completion	/ /	/ /	/ /
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 the Award Network.

(Part II for EDB Only 第二部份只由教育局填寫)

第二部份 本人證明上述參加者已完成獎勵計劃 \*銀章/金章級各科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.

學校執行處印鑑  
Chop of SOA

學校執行處代表簽名  
Signature of SOA Representative

日期  
Date

FOR OFFICE USE ONLY:

Received date:

Checked by:

Approved by: (Chief Executive Officer)