



公益少年团团员奖励记录表格
CYC MEMBER MERIT AWARDS RECORD FORM

*基本级
Foundation Level

*初级
Level 1

*中级
Level 2

*高级[#]
Level 3

*三等荣誉级#
Third Honour Level

*二等荣誉级[#]
Second Honour Level

*一等荣誉级#
First Honour Level

*请在方格内填上申报之奖励级别数目。

#高级及荣誉级：请将团员记录册交到公益少年团办事处，并保留副本作存档。

*Please input the **number** of award(s) in the appropriate box(es)

Level 3 and Honour Levels: Please send the **Membership Record Books** to the CYC office and keep the copies for school record.

学校名称 Name of School:	<input type="checkbox"/> 中学 Secondary <input type="checkbox"/> 小学 Primary	分区 District:	校长姓名 Name of School Head:
公益少年团负责教师姓名（正楷） Name of CYC teacher-in-charge:	学校电话 Tel. no.:	学校传真 Fax no.:	日期 Date:

学校印鑑
School Chop

校长签署
Signature of School Head

注意事项 Points to note

- 1) 奖励记录表格首页需要校长签署，并透过传真（3107 1305）、电邮或电子表格递交系统（<https://eformss.edb.gov.hk/>）递交至所属地区的助理教育主任。
The front page of this merit awards record form with the signature of School Head should be submitted to the respective Assistant Education Officer of the districts by fax (3107 1305), email or the Electronic Form Submission System (<https://eformss.edb.gov.hk/>).
- 2) 必须以电脑输入资料。填妥的奖励记录表格，请以以下方式递交：
All data MUST be computerised. Completed merit awards record forms can be submitted via the following methods:
- 以 EXCEL (*.xls 或 *.xlsx) 格式电邮至所属地区的助理教育主任；
Email to the respective Assistant Education Officer of the districts in EXCEL (*.xls or *.xlsx) format;

区域 District	助理教育主任 Assistant Education Officer	电邮地址 E-mail Address
东区、南区、中西区、湾仔、离岛 Eastern, Southern, Central & Western, Wan Chai, Islands	梁婉珊女士 Ms Cecilia LEUNG	aeosss17@edb.gov.hk
沙田、大埔、北区、西贡、九龙城、黄大仙 Shatin, Tai Po, Northern, Sai Kung, Kowloon City, Wong Tai Sin	李小敏女士 Ms Sandy LEE	aeosss18@edb.gov.hk
荃湾、葵青、屯门、元朗、观塘、深水埗、油尖旺 Tsuen Wan, Kwai Tsing, Tuen Mun, Yuen Long, Kwun Tong, Sham Shui Po, Yau Tsim Mong	李镁兰女士 Ms Macy LEE	aeosss16@edb.gov.hk

或 OR

- 以PDF格式上载至电子表格递交系统 (<https://eformss.edb.gov.hk/>) > 电子表格 > 105. 提交文件予教育局 > 公益少年团团员奖励记录表格)。
Upload to the Electronic Form Submission System (<https://eformss.edb.gov.hk/>) > E-FORMS APPLICATION > 105. Submitting Document(s) to the EDB > CYC Member Merit Awards Record Form) in PDF format.
- 3) 如申请高级及荣誉级奖励级别, 请将团员记录册交到香港湾仔皇后大道东213号胡志大厦11楼1141室公益少年团办事处。
To apply for Level 3 and Honour Levels, please send the Membership Record Books to the CYC Office at Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.
- 4) 教育局有机会将学校参与公益少年团活动的视像资料, 包括图片、影片、文字、活动照片、海报、图像或音讯等作活动记录及宣传公益少年团之用;
宣传媒介包括但不限于刊物、网页及宣传品。会员学校于学校通告中亦宜加上此附注。
The visual materials of the participating CYC member schools, such as pictures, videos, texts, photos of activities, posters, images or audios etc. may be used by the Education Bureau for record purpose and promotion of CYC. The media of promotion includes but is not limited to publications, websites and promotional materials. Member schools should include this note in the school circular.
- 5) 请参阅附录一以了解《个人资料收集声明》。
Please refer to Appendix 1 for the Personal Information Collection Statement.
- 学校名称:

由公益少年团办事处填写 FOR CYC OFFICE USE	
发出奖章数量 No. of badges issued	
<input type="checkbox"/> 中学	<input type="checkbox"/> 小学
基本级	
初级	
中级	
高级	
三等荣誉级	
二等荣誉级	
一等荣誉级	
发出日期 Date of issue	

学校名称：	_____
学校地址：	_____

负责人：	_____老师



公益少年团团员奖励记录表格

CYC MEMBER MERIT AWARDS RECORD FORM

(每类奖励级别请分页填写申请 Please use separate sheet for each level of award)

请按栏目右方的「▼」符号及选取下拉式清单中的项目，以选择此分页所申请之奖励级别（如基本级、初级、中级等）
Please click the "▼" icon and select from the pull-down menu to indicate the level of award applied on this form (e.g Foundation Level, Level 1, Level 2, etc.)

注意事项 Points to note

- (1) 必须以电脑输入资料。填妥的奖励记录表格，请以 *EXCEL (*.xls 或 *.xlsx)* 格式# 电邮至所属地区的助理教育主任；或
以 *PDF* 格式上载至电子表格递交系统 (<https://eformss.edb.gov.hk/>)。

All data MUST be computerised. Completed merit awards record forms should be emailed to the respective Assistant Education Officer of the districts in *EXCEL (*.xls or *.xlsx)* format#; OR uploaded to the Electronic Form Submission System (<https://eformss.edb.gov.hk/>) in *PDF* format..

如需额外位置输入团员资料，学校可自行于表格最下方插入「新行」。[功能表>>常用>>储存格>>插入>>插入工作表列]

Schools are free to insert new rows at the end of the form for membership data entry. [Menu>>Home>>Cells>>Insert>>Insert Sheet Rows]

学校名称 Name of School:

区域 District:

团员姓名（用正楷填写，先写姓氏） Name of Member (IN BLOCK LETTERS, Surname First)			完成日期（日/月/年） Date of Completion (DD/MM/YYYY)
	英文 English	中文 Chinese	
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公益少年团团员奖励记录表格
CYC MEMBER MERIT AWARDS RECORD FORM
个人资料收集声明
Personal Information Collection Statement

收集个人资料的目的 Purpose of Collection

1. 你在本表格提供的个人资料，会供教育局用于以下一项或多项用途： 1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
- (a) 处理、核实及查证就公益少年团团员奖励计划的申请；(a) Activities relating to the processing, authentication and counter-checking of the application for Community Youth Club Member Merit Awards;
 - (b) 就上文(a)项所述申请的处理、核实及查证，将个人资料与政府相关政策局／部门资料库进行核对；(b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) 将个人资料与教育局资料库进行核对，以核实／更新教育局的记录；以及 (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (d) 编制统计资料、研究及政府刊物。 Activities relating to compilation of statistics, research and Government publications.
2. 你必须按本表格的要求及于本局处理本表格的过程中提供个人资料。假如你没有提供该等个人资料，本局可能无法办理或继续处理有关申请。 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.

可获转移资料者 Classes of Transferees

3. 你提供的个人资料会供教育局人员取阅。除此之外，本局亦可能会向下列各方或在下述情况转移或披露该等个人资料： 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) 政府其他政策局及部门，以用于上文第1段所述的用途；(a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) 与本表格相关的学校，以用于上文第1段所述的用途；(b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) 你曾就披露个人资料给予订明同意；以及 (c) where you have given your prescribed consent to such disclosure; and
 - (d) 根据适用于香港的法例或法庭命令授权或规定披露个人资料。(d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查阅个人资料 Access to Personal Data

4. 你有权要求查阅及更正教育局所持有有关你的个人资料。如需查阅或更正个人资料，请以书面方式向公益少年团办事处提出，并邮寄至香港湾仔皇后大道东213号胡忠大厦11楼1141室或电邮至 info_cyc@edb.gov.hk。 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 should be made in writing to the Community Youth Club Office by post to Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to info_cyc@edb.gov.hk.