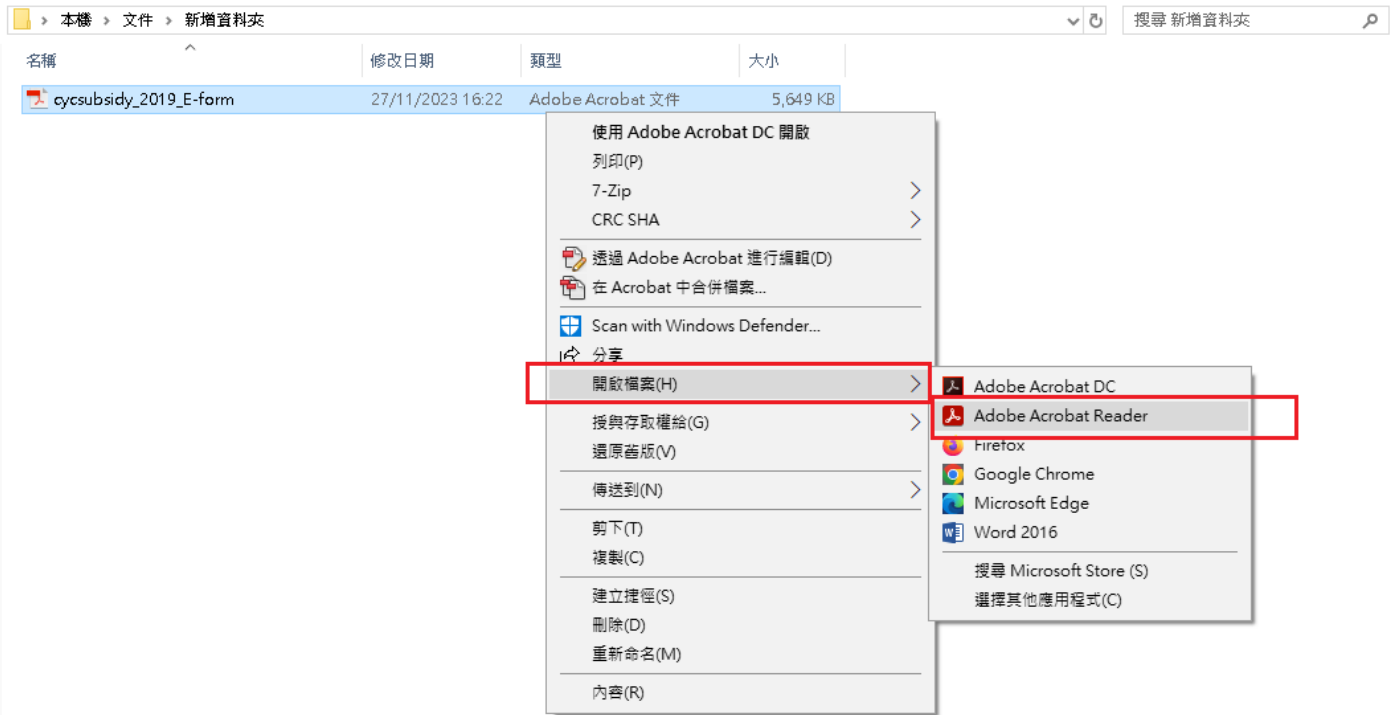


# 公益少年團活動津貼申請表及申請發還款項表格 (電子版)

## 填寫表格及加入校印和校長簽名 步驟一至三

### 一、使用 Adobe 閱讀器打開表格



### 二、填寫藍色編輯欄目

The screenshot shows the Adobe Acrobat Reader interface with the 'cycsubsidy\_2019\_E-form' PDF document open. The form is filled with blue text, and the 'Adobe Acrobat Reader' application is visible in the background. The form contains the following information:

申請編號 Application No: \_\_\_\_\_  
(此欄由本處填寫 For Official Use Only)

公益少年團活動經費申請表  
CYC Activities Financial Subsidy Application Form

本團網址: CYC Website: [www.edb.gov.hk/te/public-admin/related-bodies-schemes/edu-schemes-fund/cyc/index.html](http://www.edb.gov.hk/te/public-admin/related-bodies-schemes/edu-schemes-fund/cyc/index.html)

1. 學校: \_\_\_\_\_  
Name of School  
電話: \_\_\_\_\_ 傳真: \_\_\_\_\_  
Tel No. Fax No.

校址: \_\_\_\_\_  
School Address

2. 公益少年團負責人姓名: \_\_\_\_\_  
Name of CYC Teacher-in-charge

3. 活動名稱: \_\_\_\_\_  
Project Title  
 中央活動 Central Project  分區活動 District Project  校本活動 School-based Project  
舉行日期: \_\_\_\_\_ 時間: \_\_\_\_\_ 至 \_\_\_\_\_  
Date Time to

活動內容 (如取消活動, 請即來信通知本辦事處):  
Details of the Project (Please notify CYC Office in case of cancellation)

4. 參與此項活動之公益少年團人數: \_\_\_\_\_  
Number of CYC members involved

5. 服務對象/機構: \_\_\_\_\_ 受服務人數: \_\_\_\_\_  
Target/Organization served No. of persons served

6. 本校申請下列各項費用, 填報本表格前, 已查閱導師手冊內有關活動經費申請的細則。  
Itemized breakdown of the budget is as follows. Before completion, relevant details about the financial subsidy stated in the Handbook for CYC Teacher-in-charge has been checked.

| 摘要<br>Details | 申請款項<br>Amount Requested | 批准款項<br>Amount Approved |
|---------------|--------------------------|-------------------------|
|               |                          |                         |
|               |                          |                         |
|               |                          |                         |
| 總額 Total      |                          |                         |

此欄由本處填寫  
For Official Use

三、填畢所有資料（\*除校印及校長簽名）後，請使用填寫和簽署功能加入校印和校長簽名

6. 本校申請下列各項費用，填報本表格前，已查閱導師手冊內有關活動經費申請的細則。  
Itemized breakdown of the budget is as follows. Before completion, relevant details about the financial subsidy stated in the Handbook for CYC Teacher-in-charge has been checked.

| 摘要<br>Details | 申請款項<br>Amount Requested | 批准款項<br>Amount Approved |
|---------------|--------------------------|-------------------------|
| 泥土            | \$150                    |                         |
| 禮物袋           | \$150                    |                         |
| 總額 Total      | \$300                    |                         |

校印 School Chop: \_\_\_\_\_ 簽署 Signature: \_\_\_\_\_  
(校長 Head of School)

日期 Date: 31/11/2023 姓名 Name: 何大文  
(正楷 IN BLOCK LETTER)

FOR OFFICIAL USE ONLY  
1. Your application is / is not approved.  
2. Please return the attached Form within 3 weeks from the date of the project, i.e. by \_\_\_\_\_.

Date: \_\_\_\_\_ for PS(Ed)

(Please complete Part I, II, III)

Original Copy Only Application No: \_\_\_\_\_  
(For Official Use Only)

Part I  
C.Y.C. Activities  
Application for Reimbursement of Expenses  
香港中學  
(NAME OF SCHOOL)

This is to certify that the sum shown on Part III was spent within the approved amount by 1000 (No.) participants for 慈善花卉義賣 (activity) held on 30/2/2024 (date) and the charges stated hereunder \*and/or overleaf have been incurred solely upon the above activity and actually paid by Claimant in Part II.

\*請注意：一旦加入校印和校長簽名並儲存，文件將無法再編輯，請填寫所有欄目後才加簽名/校印。

選擇影像

儲存簽名

取消 實用

儲存簽名

取消 實用