



公益少年團團員獎勵記錄表格 CYC MEMBER MERIT AWARDS RECORD FORM

*基本級
Foundation Level

*初級
Level 1

*中級
Level 2

*高級
Level 3

*三等榮譽級
Third Honour Level

*二等榮譽級
Second Honour Level

*一等榮譽級
First Honour Level

*請在方格內填上申報之獎勵級別數目。

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

#高級及榮譽級：請將團員記錄冊交到公益少年團辦事處，並保留副本作存檔。

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

學校名稱 Name of School:	☐ 中學 Secondary ☐ 小學 Primary	分區 District:	校長姓名 Name of School Head:
公益少年團負責教師姓名 Name of CYC teacher-in-charge:	學校電話 Tel. no.:	學校傳真 Fax no.:	日期 Date:

學校印鑑
School Chop

校長簽署
Signature of School Head

注意事項 Points to note

- 獎勵記錄表格首頁需要校長簽署，並透過傳真（3107 1305）、電郵或電子表格遞交系統（<https://eformss.edb.gov.hk/>）遞交至所屬地區的助理教育主任。
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/>)
- 必須以電腦輸入資料。填妥的獎勵記錄表格，請以以下方式遞交：
All data MUST be computerised. Completed merit awards record forms can be submitted via the following methods:
 - 以 EXCEL (*.xls 或 *.xlsx) 格式電郵至所屬地區的助理教育主任；
Email to the respective Assistant Education Officer of the districts in EXCEL (*.xls or *.xlsx) format;

區域 District	助理教育主任 Assistant Education Officer	電郵地址 E-mail Address
東區、南區、中西區、灣仔、離島 Eastern, Southern, Central & Western, Wan Chai, Islands	梁婉珊女士 Ms Cecilia LEUNG	aeosss17@edb.gov.hk
沙田、大埔、北區、西貢、九龍城、黃大仙 Shatin, Tai Po, Northern, Sai Kung, Kowloon City, Wong Tai Sin	李敏女士 Ms Sandy LEE	aeosss18@edb.gov.hk
荃灣、葵青、屯門、元朗、觀塘、深水埗、油尖旺 Tsuen Wan, Kwai Tsing, Tuen Mun, Yuen Long, Kwun Tong, Sham Shui Po, Yau Tsim Mong	李錫蘭女士 Ms Macy LEE	aeosss16@edb.gov.hk

或 OR

- 以 PDF 格式上載至電子表格遞交系統（<https://eformss.edb.gov.hk/> > 電子表格 > 105. 提交文件予教育局 > 公益少年團團員獎勵記錄表格）。
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.

- 如申請高級及榮譽級獎勵級別，請將團員記錄冊交到香港灣仔皇后大道東213號胡忠大廈11樓1141室公益少年團辦事處。
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.
- 教育局有機會將學校參與公益少年團活動的視像資料，包括圖片、影片、文字、活動照片、海報、圖像或音訊等作活動記錄及宣傳公益少年團之用；
宣傳媒介包括但不限於刊物、網頁及宣傳品。會員學校於學校通告中亦宜加上此附註。
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.
- 請參閱附錄一以了解《個人資料收集聲明》。
Please refer to Appendix 1 for the Personal Information Collection Statement.

學校名稱：_____

學校地址：_____

負責人：_____ 老師

由公益少年團辦事處填寫 FOR CYC OFFICE USE

發出獎章數量
No. of badges issued

☐ 中學 ☐ 小學

基本級

初級

中級

高級

三等榮譽級

二等榮譽級

一等榮譽級

發出日期
Date of issue



公益少年團團員獎勵記錄表格 CYC MEMBER MERIT AWARDS RECORD FORM

(每類獎勵級別請分頁填寫申請 Please use separate sheet for each level of award)

請按欄目右方的「▼」符號及選取下拉式清單中的項目，以選擇此分頁所申請之獎勵級別（如基本級、初級、中級等）
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.)

注意事項 Points to note

- (1) 必須以電腦輸入資料。填妥的獎勵記錄表格，請以 EXCEL (*.xls 或 *.xlsx) 格式[#]電郵至所屬地區的助理教育主任；或以 PDF 格式上載至電子表格遞交系統 (<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.

[#] 如需額外位置輸入團員資料，學校可自行於表格最下方插入「新行」。^[功能表>>常用>>儲存格>>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]

學校名稱 Name of School:

區域 District:

團員姓名（用正楷填寫，先寫姓氏） 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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公益少年團團員獎勵記錄表格
CYC MEMBER MERIT AWARDS RECORD FORM
個人資料收集聲明
Personal Information Collection Statement

收集個人資料的目的 Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途： 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) 處理、核實及查證就公益少年團團員獎勵計劃的申請； (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)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對； (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) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；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) 編製統計資料、研究及政府刊物。 Activities relating to compilation of statistics, research and Government publications.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關申請。 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.

可獲轉移資料者 Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料： 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門，以用於上文第1段所述的用途； (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途； (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) 你曾就披露個人資料給予訂明同意；以及 (c) where you have given your prescribed consent to such disclosure; and
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。 (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料 Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面方式向公益少年團辦事處提出，並郵寄至香港灣仔皇后大道東213號胡忠大廈11樓1141室或電郵至 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.