

**“Harmonious School:
One-Stop Hotline and Counselling Services”**

Application Form for On-site School Support Services
(to be completed by schools)

Form I



To: Hong Kong Playground Association Tel : 2730 6618
Address: G/F., 119-132 Kwai Yuen House, Fax : 3905 8144
Chuk Yuen (South) Estate, E-mail: harmonioushotline@hkpa.hk
Wong Tai Sin, Kowloon.

1. Our school would like to apply for the following on-site school support service(s):
(Please put a “✓” in the appropriate box(es))

☐ (a) **Setting up “On-site Consultation Station”**^{Note 1}

(including social worker enquiry corner, game booths and thematic exhibition boards)

(i) Topic (Choose **at most TWO** topics)

☐ Building Self-esteem: “Build Self-Confidence, Unleash Your True Self”

☐ Making Friends: “Making Good Friends”

☐ Social Etiquette: “Cultivating Respectful Social Interactions”

☐ Peer Conflict: “Resolving Disputes with Confidence”

☐ Emotion Management: “Master of Emotion Management”

☐ School/Cyber Bullying: “Standing Against School/Cyber Bullying”

(ii) Estimated number of participants: () students / () parents

(iii) Class level of students: _____

(iv) Remarks: _____

(v) Proposed dates and timeslots: :

1st choice: _____ (Time: _____)

2nd choice: _____ (Time: _____)

3rd choice: _____ (Time: _____)

*Note 1: **Only a maximum of two enquiry corners and/or game booths could be provided at the one time** for each on-site consultation station. A maximum of two-hour service session will be provided.*

☐ (b) **Conducting Student Talk**

(i) Topic (Choose **ONE** topic only)

☐ Building Self-esteem

☐ Making Friends

☐ Social Etiquette

☐ Peer Conflict

☐ Emotion Management

☐ School/Cyber Bullying

(ii) Estimated number of students: _____

(iii) Class level of students: _____

(iv) Remarks : _____

(v) Proposed dates and timeslots :

1st choice: _____ (Time: _____)

2nd choice: _____ (Time: _____)

3rd choice: _____ (Time: _____)

☐ (c) **Conducting Parent Talk**

(i) Topic (Choose **ONE** topic only)

☐ Building Self-esteem ☐ Making Friends ☐ Social Etiquette

☐ Peer Conflict ☐ Emotion Management ☐ School/Cyber Bullying

(ii) Estimated number of parents : _____

(iii) Class level of students : _____

(iv) Remarks : _____

(v) Proposed dates and timeslots :

1st choice: _____ (Time: _____)

2nd choice: _____ (Time: _____)

3rd choice: _____ (Time: _____)

During the activities, our staff will take photographs and videos, which will be used solely for educational or promotional purposes. To protect privacy, images of the individuals featured in the photographs and videos will be blurred. If the school does not agree with this arrangement, **please put “✓”** in the box below.

☐ Our school **does not agree** for the Hong Kong Playground Association to take photographs and videos for educational or promotional purposes during the activities.

If school applies for more than one on-site school support services, please indicate the priority by putting 1, 2, or 3 in the () below, with “1” being the first priority.

()	a) Setting up “On-site Consultation Station”
()	b) Conducting Student Talk
()	c) Conducting Parent Talk

Note: HKPA will contact the teacher in-charge **within 5 working days** upon receipt of the application form from school to confirm the service items, dates and time of the activities via email. **Application will be considered successful only upon receiving the confirmation email.**

2. Our school would like to collect the following additional materials^{Note 2}:

(Please put a “✓” in the appropriate box(es) to indicate the additional items required and the respective quantity. You may choose **more than one item.**)

Additional Item	Quantity			Proposed date of collection
<input type="checkbox"/> Promotion Poster	A2 size	A3 size	A4 size	
<input type="checkbox"/> Hotline Promotion Card				
<input type="checkbox"/> Thematic Exhibition Board ^{Note3} (Roll-up banner stand with approximately two metres in height) <i>(The maximum borrowing period is 12 working days, excluding Saturdays and public holidays)</i> Topics: (Please put a “✓” in the appropriate box(es). You may choose <u>more than one item</u>) <input type="checkbox"/> Building Self-esteem: “Build Self-Confidence, Unleash Your True Self” <input type="checkbox"/> Making Friends: “Making Good Friends” <input type="checkbox"/> Social Etiquette: “Cultivating Respectful Social Interactions” <input type="checkbox"/> Peer Conflict: “Resolving Disputes with Confidence” <input type="checkbox"/> Emotion Management: “Master of Emotion Management” <input type="checkbox"/> School/Cyber Bullying: “Standing Against School/Cyber Bullying” Remarks: _____				Anticipated borrowing date: Anticipated returning date:
Returning Address: G/F., 119-132 Kwai Yuen House, Chuk Yuen (South) Estate, Wong Tai Sin, Kowloon. (If there is a change in the address, we will notify the school via the confirmation email in response to the application.)				

Note 2: HKPA will deliver the additional promotion posters or hotline promotion cards to schools and cover the postage.

Note 3: Schools are requested to arrange staff to collect and return the exhibition boards. Before returning the exhibition boards, schools should contact HKPA to confirm the time of collection and delivery. To avoid affecting other applicants, please return the exhibition boards on time.

School Name: _____

School Address: _____

Contact Person: _____ Post: _____

Tel: _____ Fax: _____

E-mail address of contact person: _____ Date of application: _____

School Chop

Signature of Principal: _____

Name of Principal: _____

Date: _____