

香港童軍總會  
Scout Association of Hong Kong  
國際署  
International Branch

Ref No.: \_\_\_\_\_

海外探訪／活動申請表格(單位申請)  
UNIT APPLICATION FOR OVERSEAS VISIT/ACTIVITY

申請單位 Unit	擬探訪國家 Country to be visited	
活動日期 Duration	由 From	至 to
人數 No of Participants	領袖 Leaders	青少年成員 Youth Members
		同行者 Accompanying Persons
(^例如：家長、會務委員等 eg. Parents, Lay Members, etc)		
目的 Purpose		
(請夾附活動建議書 Please attach activity proposal)		
#要求協助 Assistance Requested		
(#參加者應自行安排遊覽、食、宿等事宜 Tour, boarding or lodging should be arranged by participant)		

領隊姓名 Team Leader	Name of Team Leader	
	姓 名	Surname Other Names
職位 Position	完成最高木章系統訓練 Highest Level of Wood Badge Training Completed	
(領隊應為木章持有人，或最少完成支部技能班及在職訓練之領袖)		
聯絡地址 Correspondence Address		
電話 Tel No.	手提 Mobile No.	
電郵 Email		
日期 Date	簽署 Signature	

由區總監或助理香港總監推薦。  
Recommended by District Commissioner or Assistant Chief Commissioner.

姓名 Name	簽署 Signature
姓 Surname 名 Other Names	
職位 Position *DC / ACC ( )	日期 Date

用 專 會 總 FOR OFFICE USE	申請 Application is <input type="checkbox"/> 獲接納 Accepted <input type="checkbox"/> 不獲接納 Not Accepted
	申請不獲接納之原因： Reasons for not being accepted:
	日期 Date _____ 簽署 Signature _____
助理香港總監 (國際) Assistant Chief Commissioner (International)	

\* 請刪去不適用者。 Please delete whichever inapplicable.

**備註：**申請表格內填報的個人及其他有關資料，只供本會處理本申請及有關用途。在表格內提供的個人及其他有關資料純屬自願。然而，如果沒有正確或足夠的資料，本會可能無法處理有關的申請。在一般情況下，申請表將於活動完成後 6 個月銷毀。

**Remark:** The personal data and other related information provided in the application form will be used by the Association for dealing with this application and other related purposes. The provision of personal data and other related information by means of the application form is voluntary. However, we may not be able to process the application if no accurate or adequate data is provided. Application forms will normally be destroyed 6 months after completion of the activity.

## 填表須知 Guidance Notes

- ★ 童軍成員如希望以童軍名義組織海外探訪或活動，應參閱「海外探訪／活動及接待海外單位政策」（政策通告第 23/2018 號）。  
Scout members who want to organize or arrange overseas visit or activity should follow the “Policy on Holding Overseas Visit / Activity and Receiving Overseas Unit” (Policy Circular No. 23/2018).
- ★ **童軍單位**組織海外探訪或活動時，應填寫「海外探訪／活動申請表格(單位申請)」(IL/5A)申請批准，而**個人**海外探訪或參加**境外遠足考驗**者則應填寫「海外探訪／活動申請表格(個人申請)」(IL/5B)。已填妥之表格正本連同相關文件應於**出發前至少 1 個月**遞交至國際署。  
Application **by unit** should complete Form “Unit Application for Overseas Visit / Activity” (IL/5A) while **individual / overseas expedition** application should complete Form “Individual Application for Overseas Visit / Activity” (IL/5B). The completed form in original copy with supporting documents should reach International Branch **at least 1 month in advance from the date of departure**.
- ★ 如多於一個童軍單位舉辦的聯合海外活動，則每個童軍單位須遞交一份表格。  
If activity is to be co-organized by different units, each unit should submit their own application forms.
- ★ 表格 IL/5A 應夾附活動建議書，內容包括活動目的、日期、行程、對象及預計參加人數。  
Form IL/5A should be submitted with an activity proposal which includes objectives, proposed dates of activities, itinerary, target participants and estimated number of participants.
- ★ 領隊最好是木章持有人。  
The Team Leader should ideally be a Wood Badge Holder.
- ★ 如有女性青少年成員參與該海外探訪／活動，必須要有女性領袖同行照顧。  
If there are any female youth members participating in the overseas visit / activity, there must be female leaders joining the activity.
- ★ 童軍旅的申請須先獲得區總監推薦，而童軍區或其他單位的申請則須先獲得有關助理香港總監推薦。  
Applications of Scout Groups should be recommended by the respective District Commissioners. Applications of Districts and other units should be recommended by the respective Assistant Chief Commissioners.
- ★ 國際署會發出「原則性批准書」，申請單位方可開始籌備活動及招募。  
**After collecting the “Notification of Approval-in-Principle” from International Branch, the unit concerned may proceed to activity preparation and recruitment.**
- ★ 單位需於**出發前至少 2 星期**提交以下文件至國際署：  
Units should submit the following documents to International Branch **at least 2 weeks** before departure:
  - 一份完整的參加者名單，包括參加者性別、年齡、童軍職位、緊急聯絡人姓名及電話；  
A complete participant list, with gender, age, Scout post, emergency contact person and contact method;
  - 活動行程；  
Itinerary;
  - 已簽妥之「參加海外交流活動／探訪 - 代表團成員／國際服務隊成員守則」(IL/3)正本，每位參加者需填寫一份；  
Original copy of the completed Form “Participating in Overseas Activity / Visit - Rules for Contingent Members / International Service Team” (IL/3), one for each participant;
  - 活動通告（如有）；  
Circular, if any;
  - 由海外童軍單位發出的邀請信（如有）及當地童軍成員之聯絡資料。  
Invitation letter issued by overseas Scout unit, if any, with contact information of overseas Scout member.
- ★ 收妥所有文件後，國際署會發出「批准書」。  
Upon receipt of all documents, International Branch will issue the “Letter of Approval”.
- ★ 如擬修改有關活動內容或取消該活動，請盡快以書面通知國際署。  
If there are any changes or if the activity is cancelled after the submission of application form, the unit concerned should inform International Branch in writing as soon as possible.