

香港童軍總會
Scout Association of Hong Kong

Ref No.:

國際署
International Branch

海外探訪／活動申請表格(個人申請)
INDIVIDUAL APPLICATION FOR OVERSEAS VISIT / ACTIVITY

1. 申請人資料 PERSONAL PARTICULARS

姓名	_____	Name	_____
	姓 名		Surname Other Names
性別	_____	出生日期	_____
Gender		Date of Birth	Age
		日 DD 月 MM 年 YYYY	
電話	_____	手提電話	_____
Tel No.		Mobile No.	
電郵	_____		
Email			
童軍職位	_____	旅／單位	_____
Scout Post		Group / Unit	
區	_____	地域／署	_____
District		Region / Branch	
委任書／委任證／童軍成員編號	_____		
Warrant / Certificate of Appointment / Scout ID Number			

2. 海外探訪／活動資料 OVERSEAS VISIT/ACTIVITY INFORMATION

擬探訪國家
Country to be visited _____

離港日期
Departure Date _____

抵港日期
Arrival Date _____

探訪目的
Purpose of Visit

獲當地童軍單位邀請(請夾附主辦單位之邀請函)
By Invitation from a Scout unit (Please attach the invitation letter issued by the host)

參加境外遠足考驗 Carrying out an Overseas Expedition
青少年活動署境外遠足考驗－審核登記號碼
Overseas Expedition Registration No.: _____

境外遠足考驗陪行者 Accompanying Person of an Overseas Expedition
青少年活動署境外遠足考驗－審核登記號碼
Overseas Expedition Registration No.: _____

其他(請提供相關文件)
Others (please provide supporting document): _____

3. 緊急聯絡人資料 EMERGENCY CONTACT

姓名	_____	Name	_____
	姓 名		Surname Other Names
與申請人之關係	_____	手提電話	_____
Relationship to Applicant		Mobile No.	

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.

4. 證明 CERTIFICATION

Applicant
申請人

我證明上述資料全屬真實及正確。
I certify that the above information is true and correct.

簽署

Signature _____

日期

Date _____

***Parent / Guardian**
家長 / 監護人

我證明上述資料全屬真實及正確，並同意及批准申請人參加此活動。I certify that the above information is true and correct, and permit the applicant to attend this activity.

如申請人年齡在十八歲以下，其家長或監護人須填寫此項證明。

If the applicant is under 18 years of age, this certification should be endorsed by his / her parent or a guardian.

姓名

Name _____

姓 Surname

名 Other Names

簽署

Signature _____

日期

Date _____

5. 推薦 RECOMMENDATION

所有青少年成員及童軍旅領袖之申請必須由所屬旅長及區總監推薦，而其他領袖之申請則須由所屬單位總監推薦。

Applications of Youth Members and Leaders in Scout Groups must be endorsed by the respective Group Scout Leaders and District Commissioners. Applications of other Leaders must be endorsed by the respective Commissioners.

#旅長

#Group Scout Leader

姓名 Name _____

姓 Surname

名 Other Names

簽署 Signature _____

職位及單位

Post & Unit _____

日期 Date _____

*區總監 / 助理香港總監

District Commissioner / Assistant Chief Commissioner

姓名 Name _____

姓 Surname

名 Other Names

簽署 Signature _____

職位及單位

Post & Unit _____

*DC / ACC (_____)

日期 Date _____

總會專用

FOR OFFICE USE

申請 Application is 獲接納 Accepted 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.

當一個旅的旅長職位懸空而又未能委任一名旅長時，區總監須任命該旅一名領袖為旅負責領袖，以履行旅長之一切責任及工作。屆時，旅負責領袖可代為簽署及推薦。 Where the position of a Group Scout Leader is vacant, the District Commissioner shall designate a leader as the "Scouter-in-charge". The Scouter-in-charge shall assume the responsibilities of the Group Scout Leader. Under such circumstances, Scouter-in-charge shall sign and recommend in this Section.

填表須知 Guidance Notes

- ★ 童軍成員如希望以童軍名義前往海外探訪或活動，應參閱「海外探訪／活動及接待海外單位指引」（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**的申請應填寫「海外探訪／活動申請表格(單位申請)」（**IL/5A**），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**.

- ★ 如童軍成員參加由童軍單位統籌或主辦的海外活動，則毋須填寫此表格。

Scout members participating in an overseas visit / activity organized by a Scout unit need not submit this form.

- ★ 如童軍成員**獲當地童軍單位邀請前往海外交流**，提交表格 IL/5B 時應夾附以下文件：

Scout members participating in an **overseas activity by invitation** from an overseas Scout unit should attach the following documents when submitting Form (IL/5B):

- 主辦單位之邀請函；
Invitation letter issued by overseas Scout unit;
- 行程；
Itinerary;
- 當地童軍成員之聯絡資料；
Contact information of overseas Scout member;
- 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。
Original copy of completed Form “Participating in Overseas Activity / Visit - Rules for Contingent Members / International Service Team” (IL/3).

- ★ 如童軍成員**參加境外遠足考驗**，提交表格 IL/5B 時應夾附以下文件：

Scout members carrying out an **overseas expedition** should attach the following documents when submitting Form (IL/5B):

- 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；
Original copy of completed Form “Participating in Overseas Activity / Visit - Rules for Contingent Members / International Service Team” (IL/3);

- ★ 所有青少年成員及童軍旅領袖之申請必須由所屬旅長及區總監推薦，而其他領袖之申請則須由所屬單位總監推薦。
Applications of Youth Members and Leaders in Scout Groups must be endorsed by the respective Group Scout Leaders and District Commissioners. Applications of other Leaders must be endorsed by the respective Commissioners.

- ★ 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 applicant should inform International Branch in writing as soon as possible.