



1. 「義工運動」計劃簡介 Introduction of 'Volunteer Movement'

[節錄自「義工運動」義工服務參考指引| Quote from VM Volunteer Service Guidebook]

「義工運動」計劃由社會福利署成立。義務工作是任何人志願貢獻個人時間及精神不為任何物質報酬為改進社會而提供的服務。參與義務工作是體現人人平等、互助互愛、互相學習的精神表達愛心、關懷、分享的積極行動盡公民責任，貢獻及回饋社會。義務工作提供一有效途徑，讓社會上不同階層人士參與建設社會，最終達致彼此互相關懷、融洽相處。 Volunteer Movement is established by Social Welfare Department. Volunteer service refers to provided services by any person who voluntarily devotes his/her time and effort, without any material or monetary reward. Volunteer service is an effective means to let people from all walks of life to participate in building the society so as to develop a caring and harmonic community ultimately.

2. 義工嘉許制度 Recognition for Volunteers

[節錄自「義工運動」義工服務參考指引| Quote from VM Volunteer Service Guidebook]

2.1 義工運動參與機構可提名個人義工隊申領下列嘉許狀:

The Volunteer Movement Participating Organizations could nominate individual volunteer for the following awards certificates:

服務時數 Service Hours	嘉許狀 Awards certificates
200 小時 200 service hours	金嘉許狀 Gold Certificate
100 小時 100 service hours	銀嘉許狀 Silver Certificate
50 小時 50 service hours	銅嘉許狀 Bronze Certificate

2.2 服務時數計算準則 Criteria for calculating the service hours

服務時數每年截算，即由每年 1 月 1 日起至該年 12 月 31 日內所提供之任何形式的義工服務，經註冊團體/機構確認，皆可接受。

Service hours are calculated on yearly basis, including any form of volunteer service performed between 1st of January and 31st of December with the endorsement of registered groups / organizations.

2.3 義工服務時數指任何志願貢獻個人的時間，在不為任何物質或金錢報酬的情況下而為社會付出的服務時數，包括直接服務如：聯絡、策劃、籌備、執行及檢討；間接服務如：協助單位日常運作。而義務工作時數不應包括協助推廣或宣傳政治或宗教訊息，或為個人/機構/公司進行商業活動/宣傳。義工訓練或制服團體的操練、收取津貼之定期值勤或為考取某種證書而作出的服務亦不能作為義工服務時數計算。

Recordable service hours refer to time that is devoted with the knowledge of knowing no material or monetary reward, for example, liaison work, holding meetings, preparation work, organizing activities, conducting review, etc., but excluding time for promoting political or religious message, attending training course on voluntary service, receiving subsidiary or attaining specific qualification.

2.4 社會福利負責部門採用絕對信賴的態度處理參與機構的推薦，不會要求機構在推薦時全數提交個別獲推薦義工的服務記錄作為證明，但會隨機邀請機構提交服務記錄或 相關服務記錄副本，故機構需要保存義工服務記錄最少一年。

The Social Welfare Department treats recommendations from organizations with absolute trust. Full service records of a recommended volunteer are not demanded from organizations for proof during the recommendation process. However, service records, or copies, are randomly asked from organizations. Therefore, organizations should keep service records of volunteers in file for a least 1 year.

3. 義工服務範疇 Types of Volunteer Work

[節錄自「義工運動」義工服務參考指引 Quote from VM Volunteer Service Guidebook]

3.1	文書 Clerical work	: 如打字、書信整理、圖書管理、翻譯、電腦操作等。 e.g. Typing, classification of documents, library service, translation, computer operation etc.
3.2	教練 Coaching	: 如協助語言、音樂、體育運動的訓練項目。 Assist in language, music and sports training programmes
3.3	康樂 Recreational activities	: 提供娛樂活動予不同類別的服務對象。 Providing recreational activities for different types of service users
3.4	護送 Escorting service	: 特別看顧和護送行動不便的傷殘人士、乏人照料的孩童、體弱的長者等。 Caring and escorting services for the disabled, neglected children and frail elderly
3.5	探訪 Visiting	: 為缺乏別人關懷的病者、長者、兒童、弱能人士等作住院或家庭探訪。 Hospital or home visits for neglected patients, elderly, children, disabled at hospital or at home
3.6	改善工作 Improvement works	: 如協助改善社區環境，協助有需要人士進行家居維修、清潔等工作。 Improving the community environment and helping the needy with home furnishing and cleaning
3.7	結伴為友 Making company	: 以大大哥哥、姐姐的身份，輔助兒童及青少年成長；或以朋輩的身份，關懷有需要的人士，協助他們投入社會，增強他們對生活的信心。 Playing Big Brother or Big Sister to guide children and teens, Playing Big Brother or Big Sister to guide children and teens, or making friends with and caring for the needy, so as to help them integrate into the society and boost their confidence
3.8	功課輔導 Homework tutoring	: 協助在學習上有困難的學生處理功課疑難。 Helping students with their homework
3.9	學術工作 Academic work	: 協助機構搜集資料或作資料處理，進行研究工作。 Assisting organizations in collecting and processing information and conducting general research work
3.10	美術設計 Art and design	: 如設計海報、單張或其他美術創作，協助機構的宣傳活動和出版工作等。 Designing posters, leaflets or other art works for organizations' publicity campaigns and publishing activities
3.11	聯絡/接待 Contact / reception work	: 協助機構作聯絡及接待的工作。 Helping organizations in liaison and reception tasks
3.12	策劃大型活動 Organizing functions	: 協助組織及策劃大型活動，如綜合晚會、遊藝會或義工服務計劃。 Assisting in planning and organizing functions such as gala evenings, fun fairs or volunteer work programmes
3.13	專業協助 Professional assistance	: 義工以其專業知識協助服務對象及機構改善服務，如醫療、康復工作、電腦程式設計、影音製作方面等。 Helping service users and organizations improve service provision based on their own professional skills, in fields of medical, rehabilitation, software programming, audio-visual production etc.
3.14	管理工作 Management	: 以管理委員身份，參與機構管理、行政策劃等工作，使機構運作更趨完善。 Acting as member of management committees in organizations, participate in general administration and executive planning to improve the operation of the organization
3.15	環保工作 Environmental protection	: 例如除草植樹，綠化環境，清潔海灘，宣傳環保訊息等。 Weeding, planting trees, environmental greening, cleaning beaches, promoting environmental protection etc.
3.16	其他 Others	: 發揮創意，投入別具風格和特色的義工服務，在個人生活中實踐義工精神。 Incorporating personal style and characteristics into volunteering work with creativity and integrate the spirit of volunteering work into daily life.

4.1 服務時數計算 Calculation the service hours

4.1.1 22020 年 1 月 1 日至 2020 年 12 月 31 日內服務。

Service during 1 Jan 2020 – 31 Dec 2020.

4.1.2 時段橫跨兩個學年，即 2019 - 2020 年度下學期至 2020 - 2021 年度上學期。

Duration starts from 2nd Term of 2019 - 2020 to 1st Term of 2020 - 2021.

4.1.3 學生須於服務完成後 3 個月以內，向負責老師簽署「義工服務紀錄冊」，確認服務紀錄。如服務單次完成，即服務日後起計 3 個月。如服務為連續性活動，即以最後一次活動起計 3 個月。

Students should submit the 'Individual Volunteer Service Record Book' to the teacher-in-charge for signature of the service. Students should complete the records within 3 months after the end of service, if the service is held on a single day. Students should complete the records after the last day of service, if the service is held in the form of successive activities.

4.1.4 社會福利負責部門採用絕對信賴的態度處理參與機構的推薦，故服務單位導師須如實紀錄學生的服務資料，包括服務時數。

The Social Welfare Department treats recommendations from organizations with absolute trust, so the teacher advisors of corresponding groups should record the information of students' voluntary service honestly, including service hours.

4.2 目標學生 Target Students

4.2.1 主要招募對象為 2020 - 2021 年度中三至中五學生。

S3 – S5 students in 2020 - 2021 are the core promotion target groups.

4.2.2 學生以自願性質參與，即自行申領及遞交已填妥的「個人義工服務紀錄冊」。

Student joins the 'Voluntary Movement' voluntarily, by taking the initiative in applying and submitting the 'Individual Volunteer Service Record Book' to school on or before the internal school deadlines by themselves.

4.2.3 其他級別學生，包括 2020 - 2021 年度中一及二學生，可自發申領及遞交已填妥的「義工紀錄冊」同樣接納參加與計劃。

Other forms of students, S1 and 2 students in 2020 - 2021 can join the scheme by applying and submitting service record book on or before internal deadlines.

4.3 「義工服務紀錄冊」登記、使用及遞交

Registration, use and submission of Individual Volunteer Service Record Book

4.3.1 社會服務組將於每年 2-3 月早會期間向全校學生推廣計劃。

Social Services Group will promote the scheme to whole school in a morning assembly in Feb-Mar of each year.

4.3.2 其他學習經歷委員會將安排 2020 - 2021 年度中三至五全級學生登記「義工服務紀錄冊」。

Other Learning Experiences Committee will arrange registration of 'Individual Volunteer Service Record Book' for whole form of S3-5 students.

4.3.3 2020 - 2021 年度中一及二學生可自行聯絡其他學習經歷助理(朱小姐，教員室 061)索取及登記「義工服務紀錄冊」。

S1 and 2 students in 2020 - 2021 could contact OLE Teacher Assistant for the attainment and

registration of 'Individual Volunteer Service Record Book'.

4.3.4 學生須於每年 11 月 30 日或以前登記「義工服務紀錄冊」，以便紀錄及簽署該年度服務時數。
Students should complete registration of 'Individual Volunteer Service Record Book' no later than 30 Nov each year, for their convenience of recording and approving the service hours.

4.3.5 每名學生應只擁有一本「義工服務紀錄冊」。在任何情況下，如擁有超過一本有效的記錄冊，其記錄在不同冊子上之服務時將不可合併計算。

Every student should only have one record book issued at any time. In case of a student has more than one valid record book, the service hours recorded in various record books will not be combined for calculation.

4.4.6 學生須妥善保存其「義工服務紀錄冊」，並善用記錄內頁。「義工服務紀錄冊」可連續使用，直至填滿所有服務記錄頁。如有遺失，學生可重新登記申請另一本，但前一本已遺失的記錄冊所載的服務時數將不獲追認。

Students should keep the Volunteer Service Record Book properly and use it well until all pages are filled. In case of losing the book, a new Volunteer Service Record Book can be reissued but service hours recorded in the lost one will no longer be recognized.

4.4 重要日子 及 進程 Important Dates and Workflow

年份 Year	月份 Month	2020 年度服務紀錄 Volunteer Service Record in 2020	
		進度 Stage	相關組織 Concerned Parties
2020	一月 Jan	不同服務單位導師批核及簽署義工貼紙及將貼紙派發給學生 Concerned Teacher Advisors endorse and sign the stickers for approval and distribute them to students	相關服務單位導師 Concerned Teacher Advisors
	二月 Feb	透過學生會、升學及擇業大使 IG 及 OLE 網頁，向學生公布網上遞交 2019 網上服務時數 Announcement of the collection of Volunteer Service Record Book in ole webpage via IG page of SA, CA and ole webpage	課外活動委員會 ECA Committee 其他學習經歷委員會 OLE Committee
	六至七月 Jun - Jul	向教師公布 2020 年 1-6 月服務貼紙的申領方法 Announcement to all staff teaching staff for printing stickers for Jan – Jun 2020	其他學習經歷委員會 OLE Committee
	十一月 Nov	向全校學生推廣計劃 promote the scheme to whole school in a morning assembly (Proposed: 9-20/11/2020)	社會服務組 Social Services Group
	十二月 Dec	向不同服務單位導師派發義工貼紙 Distribute stickers to Concerned Teacher Advisors 收集中六學生「義工服務紀錄冊」(OLE 課堂進行) Collect Volunteer Service Record Book from S6 students during OLE Lesson	課外活動委員會 及 其他學習經歷委員會 ECA Committee and OLE Committee 其他學習經歷委員會 OLE Committee
2021	一月 Jan	不同服務單位導師批核及簽署義工貼紙及將貼紙派發給學生 Concerned Teacher Advisors endorse and sign the stickers for approval and distribute them to students	相關服務單位導師 Concerned Teacher Advisors
		Announcement of the collection of Volunteer Service Record Book in Morning Assembly (Proposed: 20-25/01/2021)	課外活動委員會 ECA Committee
		於午膳期間(共兩天)設立「義工服務紀錄冊」收集處 Set up counter for submitting Volunteer Service Record Book in 2 days during lunch period. (Proposed: 26-29/01/2021)	社會服務組 及 課外活動委員會 Social Services Group and ECA Committee
	二至四月 Mar-Apr	向社會福利署遞交義工紀錄及申領嘉許狀 Submitting students' service hours to Social Welfare Department for individual award certificates. 向義工頒發/派發嘉許狀 Present/distribute individual award certificates to students.	其他學習經歷委員會 OLE Committee 課外活動委員會 及 其他學習經歷委員會 ECA Committee and OLE Committee
五月 May	向教師公布 2021 年 1-6 月服務貼紙派發安排 Announcement to all staff teaching staff about the arrangement of VM stickers for Jan – Jun 2021	其他學習經歷委員會 OLE Committee	

4.5 相關服務單位 Concerned Parties / Clubs / Societies

(According to the alphabetic order of organizations in the category)

Categories	Organization	Concerned Teacher Advisor / Committee
Parties under committee / department 委員會/部門轄下的學生組織	Academic Prefects 學務領袖生	Academic Committee 學務委員會
	Student Guidance Ambassador 學生輔導大使	Student Guidance Committee 生活輔導委員會
	Campus TV Committee Members 校園電視台職員	School Administration and IT Committee 學校行政及資訊科技委員會
	Career Ambassador Team 升學及擇業大使	Other Learning Experiences Committee 其他學習經歷委員會
	Christian Fellowship (Senior) 學生團契	Religious Committee 宗教委員會
	Extra-curricular Activities Prefect 課外活動領袖生	Extra-Curricular Activities Committee 課外活動委員會
	IT Perfect 資訊科技領袖生	School Administration and IT Committee 學校行政及資訊科技委員會
	Student Librarians 圖書館助理員	Library 圖書館
	Prefects 領袖生	Disciplinary Committee 訓導委員會
	Student Ambassador Committee Members 學生大使幹事	School Promotion Committee 學校推廣委員會
	Student Ambassadors 學生大使	
	Student Association 學生會	Extra-Curricular Activities Committee 課外活動委員會
Houses 社	Chia Kam Kong House 車錦江社	Advisors of Respective Houses 各社導師
	Parker House 伯駕社	
	Legge House 理雅各社	
	Tsae Ko House 蔡高社	
ECA Clubs 課外活動會/社	Chinese Debate Team 中文辯論隊	Advisors of ECA Clubs 各會/社導師
	Chinese Society Committee Members 中文學會職員	
	Computer Club Committee Members 電腦學會職員	
	Dance Group Committee Members 舞蹈組職員	
	Tap Dance Group Committee Member (TBC) 踢踏舞組職員 (待定)	
	Drama Club Committee Members 劇社職員	
	English Ambassadors 英文大使	
	English Debate Team 英文辯論隊	
	English Society Committee Members 英文學會職員	
	Gardening Club Committee Members 園藝學會幹事	

Categories	Organization	Concerned Teacher Advisor / Committee
ECA Clubs 課外活動會/社	History and Geography Society Committee 史地學會職員	Advisors of ECA Clubs 各會/社導師
	Mathematics Society Committee Members 數學學會職員	
	Music Society Committee Members 音樂學會職員	
	Photography Club Committee Members 攝影學會職員	
	Putonghua Club Committee Members 普通話學會職員	
	* Red Cross Cadet Committee Members 紅十字會青少年團職員	
	*Red Cross Cadet Members 紅十字會青少年團會員	
	School Choir 合唱團	
	Science Society Committee Members 理科學會職員	
	*Scout Committee Members 童軍團職員	
	*Scouts 童軍團會員	
	*Social Services Group Committee Members 社會服務團職員	
	*Social Services Group Members 社會服務團會員	
	Visual Arts Club Committee Members 視覺藝術學會職員	
School Team 校隊 (只適用隊長) (Team Capital only)	Basketball Team (Boys) 男子籃球隊	
	Basketball Team (Girls) 女子籃球隊	
	Bowling Team 保齡球隊	
	Cross-country Running Team 越野長跑隊 / 田徑隊	
	Football Team 足球隊	
	Rope-Skipping Team 跳繩隊	
	Scrabble Team 英文拼字遊戲校隊	
	Table-Tennis Team (Boy) 男子乒乓球隊	
	Volleyball Team 排球隊	
Class Association 班會	Class Association 各班班會	Class Teachers 班主任
Subject Monitor 科長	Subject Monitor 各科科長	Subject Teachers 科任老師
Single/Individual Service 單項/個別服務	Single/individual Service 單項/個別服務	Teacher-in-charge of single/individual service 單項/個別服務負責老師

Note *: Both service hour of committee members and members of uniform groups are recordable.

4.6 校內各統籌部門角色 Organizing Roles of Different Parties

校內各統籌部門 Organizing Parties	Roles 角色
課外活動委員會 Extra-Curricular Activities Committee	<ul style="list-style-type: none"> ● 向服務單位導師派發服務貼紙 Distribution of stickers to advisors of Concerned Parties / Clubs / Societies, excluding 'Class Association', 'Subject Monitor' and individually 'Single Service'. ● 向學生領袖推廣計劃 Promotion of Volunteer Movement to students leaders
社會服務組 Social Services Group	<ul style="list-style-type: none"> ● 向全校學生推廣計劃 Promotion of Volunteer Movement to whole school ● 收集「義工服務紀錄冊」Collection of 'Volunteer Service Record Book'
其他學習經歷委員會 OLE Committee	<ul style="list-style-type: none"> ● 聯繫社會福利負責部門 Liaison work with Social Service Department ● 準備及製作服務貼紙 Preparation of stickers and other administrative work

4.7 「個人義工服務紀錄冊」 樣本 Sample of Individual Volunteer Service Record Book

封面 Cover

義工服務紀錄冊
VOLUNTEER SERVICE RECORD Book

社會福利署推廣義工服務督導委員會 編印
Published by the Steering Committee on Promotion of Volunteer Service, Social Welfare Department

基本資料 General Information

義工姓名：_____ (正楷)
Name of volunteer (in Block Letter):

簽發機構：_____ Issuing organisation :

簽發機構負責人姓名：_____ (正楷)
Name of Person-in-charge of the issuing organisation (in Block Letter):

簽發機構地址：_____ Address of the issuing organisation :

簽發機構電話：_____ Tel. no. of issuing organisation :

簽發日期：_____ Date of issue :

P. 4 基本資料
General Information

()
簽發機構負責人簽署
Signature of Person-in-charge of the issuing organisation

簽發機構印鑑
Official chop of issuing organisation

義工姓名：_____ Name of volunteer (in Block Letter):

簽發機構：_____ Issuing organisation :

服務記錄 Service record

服務單位名稱 Name of service unit	服務單位聯絡電話 Contact tel. no. of service unit	服務名稱 Name of service	日期 / 時段 (註一) Date/Period (Note 1)	服務時數 (註二) Service hours(Note 2)	負責人姓名 Name of Person-in-charge	負責人簽署 Signature of Person-in-charge
C.C.C. Mong Man Wai College	2727 6371	Career Ambassadors	1/01 – 12/07/2019		CHUNG SHUK TING	
C.C.C. Mong Man Wai College	2727 6371	ECA Prefects	1/01 – 12/07/2019		SZETO LOK YAN	
C.C.C. Mong Man Wai College	2727 6371	Social Service Groups	1/01 – 12/07/2019		WU KA YIN	

Sticker Sample

導師於派發貼紙前填寫時數及簽署確認
Advisors have to input 'Service Hours' and sign before distributing stickers to students

註一：日期指單次活動舉行當日。時段指連續性活動進行的期間，也可指一項活動由策劃以至檢討之全個階段。請盡量以時段形式作記錄。
Note 1: Date refers to the day when a single activity was held. Period refers to the period of time when successive activities were held. It can also refer to the whole process of an activity, i.e. from planning to review.

註二：可被記錄時數的服務包括聯絡、策劃、籌備、執行，以及檢討等有關之工作，如：聯絡工作、開會、物資準備、活動推行、事後檢討等等；惟義工接受之訓練課程時間並不計算在內。
Note 2: Recordable Service hours refer to time spent on liaison, planning, organising, administering and reviewing, for example, liaison work, holding meetings, preparation work, organising activities, conducting review, etc. but excluding time for attending training course on voluntary service.

4.8 義工運動獎狀校內記功

- 4.8.1 為嘉許學生主動參加「義工運動」計劃，獲發銅嘉許狀、銀嘉許狀及金嘉許狀之學生，可額外記優點或更高獎勵，詳情如下：

嘉許狀	最低服務時數	獎勵下限
金嘉許狀	200	小功一個
銀嘉許狀	100	優點兩個
銅嘉許狀	50	優點一個

- 4.8.2 如學生表現卓越，可主動向其他學習經歷委員會老師申請更高之獎勵。
例子一：獲金嘉許狀之學生，其服務時數一半或以上為「自發參與校外服務」。
例子二：獲銀嘉許狀之學生，其服務時數一半或以上為「自發參與校外服務」。
- 4.8.3 嘉許狀由社會福利署發出，其他學習經歷委員會老師會按嘉許狀類別及學生表現，向訓導委員會遞交記功申請。