

**HONG KONG AIR CADET CORPS
TRAINING GROUP**
Hong Kong Award for Young People Flight



Procedure Guide Book For Conducting AYP Activities

LIST of AMENDMENTS

Amendment No.	Date	Details	Incorporated by

Preamble

This Guideline provides information on the administration and operations of the Hong Kong Award for Young People ("AYP") Scheme in HKACC. It outlines the general information and administration procedures for achieving the Awards. Full details of the conditions and requirements of each section, please refer to "Record Book (紀錄簿)" or the Award Handbook ("獎勵計劃手冊").

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1. Hong Kong Award for Young People Record Book

1.1 About Record Book

- 1.1.1 The acquisition of a Record Book denotes entry into the AYP Scheme (the “Scheme”).
- 1.1.2 Record Books must be purchased by the new entrants to record their progress in the Scheme.
- 1.1.3 Each participant should possess only one Record Book at a time.
- 1.1.4 AYP has effected a policy on Group Personal Accident to participants/ instructors/ assessors. Participants are to be insured under the said policy once they have purchase the Record Books. Details of the policy can be found in the website of AYP at <http://www.ayp.org.hk>.

1.2 Purchase of Record Book

- 1.2.1 AYP Record Books are available for sale in HKACC HQ.
- 1.2.2 No purchase directly from AYP Award Office should be made.
- 1.2.3 HK\$35 per book.

1.3 Replacement of Record Book

- 1.3.1 Lost Record Book may be replaced at the discretion of HKAYP Flt (i.e. Operating Authority (“OA”)).
- 1.3.2 The cost of the new Record Book should be borne by the participant.
- 1.3.3 Upon receipt of the approval of OA, for Bronze and Silver levels, previous entries are to be duplicated or vouched by the OC HKAYP Flt.
- 1.3.4 For Gold level, previous entries should be testified with supporting documents by OC HKAYP Flt and endorsed by respective AYP Section Panels.

2. Enrolment of Participant – Cadet Member

2.1 Enrolment Procedure

Cadet members who are interested in joining the Scheme, OC units should:

- 2.1.1 Check whether the participant falls within the age range stipulated by the Scheme.
- 2.1.2 Organize orientation for participants to give them a general knowledge of the Scheme.
- 2.1.3 Complete the 香港青年獎勵計劃直屬執行支部會員申請表 ^{AYP-F01} and issue Record Books to participants. Send the completed Form to OC HKAYP Flt in hard copy or by email.
- 2.1.4 All Record Books should be endorsed with “HKACC Stamp” after filled all the personal information in the Record Books.
- 2.1.5 Obtain parental consent by signing Parent Letter for each AYP activity which to be held other than the HKACC regular training time, especially for those expedition training.

Participants below the age of 18 should get parental consent before entering any kind of AYP activities. It is desirable to obtain parental consent, not only to satisfy the legal requirements but also to arouse their interest and support. Their encouragement may inspire participants to persevere when the initial novelty has worn off.

2.2 Looking For Reference Material

- 2.2.1 Website of AYP: “<http://www.ayp.org.hk>”

Click into “Join AYP”, further information of the below areas can be found:

- General Requirements and Five Sections
- Steps to attain the Award
- Five Sections Recommendations
- Five Sections FAQ
- Forms

- 2.2.2 Detail information could be found in the subject hand book “<http://www.ayp.org.hk/en/6-scheme.php>”

3. Guidelines for filling Record Book for the information of “PARTICULARS”, “OPERATING AUTHORITY” and “USER UNIT”

Particular

Photo: Affix a Recent Passport Size Photo
Name: English and Chinese Name (same as name shown on HKID)
Address: Correspondence Address
Tel No: Mobile/ Home (at least one must be completed)
Sex: Male/ Female
Email address: An email address that will be checked regularly
Date of Birth: Exact Date (in format of dd/mm/yyyy 20/11/1995)
Level of Entry: Bronze/ Silver/ Gold Level

Operating Authority

Name: Award Operating Authority
Address: Nos. 301-309, 3/F, Lai Kwai House,
Lai Kok Estate Kowloon
Tel No.: 2728 3244
(Name, address and telephone number have already been printed on those Books purchased from HQ)

User Unit

Name: Hong Kong Air Cadet Corps / 香港航空青年團
Address: Sung Wong Toi Road, Kowloon, Hong Kong/
香港九龍宋皇臺道
Tel No.: 2712 8900

4. Activity Plan for Bronze and Silver Levels

4.1 Procedure for Execution Activity Plan for Skills Section/ Service Section/ Physical Recreation Section and Expeditions Section

- 4.1.1 Units or Participants should plan for their Activity Plans in accordance with the requirements stated in AYP Handbook for Skills Section/ Service Section/ Physical Recreation Section.
- 4.1.2 Execute according to the Plan.
- 4.1.3 Participants should complete the planned program and achieve the required standards stated in the AYP Handbook.
- 4.1.4 Assessors (i.e. OC Units/ Qualified Assessors/ Trainers/ CRS Expedition Instructors, etc) should complete and sign Record Books for participants.
- 4.1.5 When all the four sections are successfully achieved, please refer to Chapter 6 of this guideline for the “Procedure for Notification of Attainment of Award”.

5. Activity Plan for Gold Level

5.1 Procedure for Obtaining Approval of Activity Plan and Execution Activity Plan for Skills Section/ Service Section/ Physical Recreation Section/Expeditions Section and Residential Project Section

- 5.1.1 Participants should prepare and submit their Activity Plan (copies of the forms can be downloaded from AYP's website at <http://www.ayp.org.hk>) in accordance with the entry requirements in Handbook. Send soft copy of the Activity Plan to OC HKAYP Flt by email for review. Participants will receive confirmation or comments from OC HKAYP Flt within 2 weeks.
- 5.1.2 Thereafter, participants should send their final Activity Plan, in duplicate to HKAYP Flt's pigeonhole at HQ (via email to OC HKAYP Flt is also acceptable), for endorsement and submission to AOA for approval. All Activity Plan shall reach HKAYP Flt **8 weeks before** the activity starts.
- 5.1.3 Interview to participant will be conducted by the AYP Section Panel for final approval. If the Plan is approved, the Panel will endorse on the Plan copies, one will be kept by AYP HQ for record, and the other will be returned to the Participant via HKAYP Flt.
- 5.1.4 Confirmation letter will also be issued to the authorized assessor, if applicable.
- 5.1.5 Subject to request, additional supporting documents should be submitted within **6 weeks**; otherwise, the Plan will be treated as invalid.
- 5.1.6 Participants should keep regular contact with their assessors, report the activity progress, complete the planned program and achieve the requirements stated in the relevant AYP Handbook.
- 5.1.7 Assessors should complete and sign the Record Book for participants. Activity Report should be kept properly and ready for submission to the Section Panel upon request.
- 5.1.8 The signed Record Book, Activity Report (if required) and all supporting documents (e.g. Certificate) should be submitted to OC HKAYP Flt once the plan is completed. After checking, OC HKAYP Flt will submit the same to AYP HQ for final endorsement.
- 5.1.9 If participant's performance is satisfactory (final interview by Section Panel might be required) and the Plan is successfully completed, Record Book will be endorsed by the Section Panel.
- 5.1.10 When all the four sections are successfully achieved, please refer to Chapter 6 of this guideline for the "Procedure for Notification of Attainment of Award".

6. Notification of Attainment of Awards

6.1 Procedure for Notification of Attainment of Award

6.1.1 Participants who successfully achieved the requirements of all sections (i.e. Skills Section, Service Section, Physical Recreation Section and Expedition Section for Bronze and Silver Awards and additional Residential Project Section for Gold Award) are eligible to attain the corresponding award.

6.1.2 The respective OC unit should:

- Complete the relevant Attainment Form *AYP-F02 or AYP-F03* and send it as well as the Record Books to HKAYP Flt's pigeonhole at HQ for checking and endorsement by OC HKAYP Flt.
- Send an email to OC HKAYP Flt to advise how many Record Books were sent into the pigeonhole with contact person details (name, email address and telephone number, etc) provided.

(Record Books submit by 10th will be processed in the same month)

6.1.3 OC HKAYP Flt final review the Form and Record Books, OC unit or contact person will receive from HKAYP Flt:

- A confirmation email informing that the application has been endorsed. The Record Books and signed Form will be sent to HKAYP Award Office directly for approval or
- A notice to request further amendments/ clarification on the Record Books

6.1.4 When award attainment is confirmed, OC HKAYP Flt will notify the unit's contact persons directly:

- **Bronze Award:**
Record Books, Certificate and Awardee Pins will be returned to the respective unit's pigeonhole.
- **Silver Award:**
Notification and Invitation Letter will be received from AYP HQ for the Award Presentation Ceremony; Certificates and Award Pins will be presented at the ceremony.
- **Gold Award:**
Notification and Invitation Letter will be received from AYP HQ for the Annual Gold Award Presentation Ceremony; certificates and Awardee Pins will be presented by Chief Executive of Hong Kong Special Administration Region in 2nd half of the year.
- Application for Certification (letter) of *Silver/Gold Award Attainment *AYP-F04* can be made for those applicants who have:
 - *submitted the Notification of Silver/Gold Award to the Award Office; AND*
 - *fulfilled all the Award requirements; AND*
 - *sufficient reasons to get the certification before the Award Presentation.*

(Normally, the whole award attainment progress will take about 2-3 months. During this period, Record Books will be kept in AOA or HKAYP Flt)

- 6.1.5 Announcement in HQ Routine Order will be made upon the HKAYP Flt received the notification letter/ certificate from AYP HQ before 10th of the month, the recommendation will be endorsed by OC GST Wg with effective date on 1st day of next month.
- 6.1.6 Upon the announcement in HQ Routine Order, the awardee can buy the bridge by presenting the record book directly in HKAYP Award Office. The correct inclination of the bridge should be worn by drawing a horizontal straight line on the bird touching the tips of both its left wing and head.

7. Approval of Opening Expedition Course and Execution Activity Plan for Expedition Section

7.1 Procedure for Obtaining Approval of Opening Expedition Course and Execution Activity Plan for Expedition Section **

- 7.1.1 Chief Course Instructor (課程總導師) should prepare and submit to OC HKAYP Flt by email the following documents **5 weeks before** the date of commencement of the course:
- (i) 籌辦野外鍛鍊科遠足課程申請表 ^{AYP-F05}
 - (ii) 野外鍛鍊課計劃書 ^{AYP-F06}
 - (iii) List of Participants (Cadets and Course Expedition Instructors, ratio in 6:1)
- 7.1.2 OC HKAYP Flt reviews the documents and endorses “課程申請表”. Thereafter, send the same to AOA for approval **4 weeks before** the date of commencement of course. A course code will be assigned by AOA once the application is approved.
- 7.1.3 OC HKAYP Flt confirms Chief Course Instructor by email with course code provided. Course can proceed.
- 7.1.4 Chief Course Instructor to complete and sign the Record Books for cadets as soon as the course is completed.

8. Approval of Opening Expedition Instructor Training Course (“EITC”) – Bronze Level

8.1 Procedure for Obtaining Approval of Opening Expedition Instructor Training Course (“EITC”) – Bronze Level **

8.1.1 Chief Expedition Instructor of HKACC (“CEI”) should prepare and submit to OC HKAYP Flt by email the following documents **9 weeks before** the date of commencement of the course:

- (i) 籌辦野外鍛鍊科遠足課程申請表 ^{AYP-F05}

*Please stated in the Form the nature is for Expedition Instructor Course
(e.g. “銅章級野外鍛鍊教練課程”)*

- (ii) 野外鍛鍊課計劃書 ^{AYP-F06}

- (iii) List of participants (both student instructors and instructors)

8.1.2 OC HKAYP Flt reviews the documents and endorses “課程申請表”. Thereafter, send the same to AOA for approval **8 weeks before** the date of commencement of the course. A course code will be assigned by AOA once the course is approved.

8.1.3 OC HKAYP Flt confirms CEI by email with course code provided. Course can proceed.

8.1.4 Student instructors should complete the course of three parts in:

- (i) Theory 理論課
(ii) Practical 戶外實習
(iii) Placement 教學實習

Remarks **

- (a) To recognize Chief Course Instructor and Course Expedition Instructors’ service hours:
- Chief Course Instructor should complete and sign the form “Expeditions Instructors Service Record 遠足導師服務時數紀錄” ^{AYP-F07} to report service hours for all instructors of the course within 2 months after course completion and send it to OC HKAYP Flt for endorsement.
 - OC HKAYP Flt sends the endorsed “Expeditions Instructors Service Record” to AOA to complete their records.
- (b) Course Expedition Instructor must be a registered CRS Expedition Instructor. Chief Course Instructor and Course Expedition Instructor for Silver and Gold Levels should be at least a Silver or Gold Level CRS Expedition Instructor respectively. HKACC Expedition Instructors who haven’t successfully registered in CRS will **NOT** be accepted as AYP Expedition Course’s Instructor.

9. Registration as Award Operating Authority (“AOA”) Instructor and Central Registration System (“CRS”) Expedition Instructor

9.1 Procedure for Registration as Award Operating Authority (“AOA”) Instructor and Central Registration System (“CRS”) Expedition Instructor

9.1.1 Student instructors should submit the following documents to OC HKAYP Flt by email within 4 weeks after completion of all three parts as stated in 8.1.4;

- (i) 野外鍛鍊科科委會「遠足導師註冊制度」申請表 ^{AYP-F08}
(for Expedition Instructor register in **CRS**)
- (ii) 直屬執行處 遠足導師 履歷表 ^{AYP-F09}
(for Expedition Instructor register in **AOA**)
- (iii) A copy of valid First Aid Certificate

9.1.2 OC HKAYP Flt will review and endorse the above document (i), and submit the above (i to iii) together with the completed 直屬執行處野外鍛鍊科遠足導師推薦表格 ^{AYP-F10} to AOA **within 6 weeks** of course completion.

9.1.3 AOA and CRS Appointment: Upon receipt all the requested documents, appointment letter will be issued by AOA / CRS directly to instructors. Processing time is about **3 months**.

10. Appendix List

#	Document	Related Section
AYP-F01	香港青年獎勵計劃直屬執行支部會員申請表	2.1.3
AYP-F02	銅章級完成通知書	6.1.2
AYP-F03	銀章／金章級完成通知書	6.1.2
AYP-F04	申請完成銀／金章證明書	6.1.4
AYP-F05	籌辦野外鍛鍊科遠足課程申請表	7.1.1 and 8.1.1
AYP-F06	野外鍛鍊課計劃書	7.1.1 and 8.1.1
AYP-F07	遠足導師服務時數紀錄	8
AYP-F08	野外鍛鍊科科委會「遠足導師註冊制度」申請表	9.1.1
AYP-F09	直屬執行處 遠足導師 履歷表	9.1.1
AYP-F10	直屬執行處 野外鍛鍊科 遠足導師推薦表格	9.1.2



香港航空青年團
香港青年獎勵計劃
(直屬執行支部)



會員申請表格

1) 個人資料

姓名： _____ (中文) _____ (英文) _____

年齡： _____ 性別： _____ 電話： _____

住址： _____

出生日期： _____

2) 中隊資料

隸屬中隊： _____ 隊員編號： _____

官階： _____ 隊中職務： _____

3) 職業 (* 請刪去不適用者)

*在學 / 在職

*學校 / 公司名稱： _____ *班級 / 職位： _____

*課外活動 / 工作性質： _____

4) 新參加者 (請在適當位置加上 X 號)

擬參加章級： _____ 金章 (16 至 25 歲)

_____ 銀章 (15 歲以 上)

_____ 銅章 (14 歲或以上)

_____ 青鳥行動 (14 歲以 下)

5) 愛丁堡獎勵計劃會員 (請在適當位置加上 X 號)

隸屬支部 / 小組： _____ 進行中章級： _____

加入獎勵計劃日期： _____

已完成科目： _____ 服 務 _____ 技 能 _____ 野外鍛鍊

_____ 康樂體育 _____ 團體生活 (金章)

進行中科目： _____ 服 務 _____ 技 能 _____ 野外鍛鍊

_____ 康樂體育 _____ 團體生活 (金章)

申請人簽名： _____

日 期： _____



香港青年獎勵計劃

THE HONG KONG AWARD FOR YOUNG PEOPLE

銅章級完成通知書

NOTIFICATION OF ATTAINMENT OF BRONZE AWARD

執行處 _____ Award Operating Authority (Hong Kong Air Cadet Corps)
 Name of Operating Authority

地址 _____ Sung Wong Toi Road, Kowloon, Hong Kong
 Address

聯絡人 _____ (OC HKAYP Flt) 聯絡電話 2712-8900 /
 Contact Person Contact No.

電郵 acc.ayp@gmail.com 傳真 Nil
 Email Fax No.

本執行處證明以下參加者已完成獎勵計劃銅章級各科活動及所提供的資料全屬正確。
 The Operating Authority hereby certify that the below participants have completed the requirements of all sections of Bronze Award, and all the information stated is correct.

	Name	姓名	性別	年齡
	(請依照身份證上的資料填寫。 Please enter the name as recorded in the Hong Kong Identity Card.)		Gender	Age
1				
2				
3				
4				
5				
6				

* 參加者必須年滿 14 歲以開展銅章級活動，獲取銅章時應年滿 14 歲半。

執行處代表姓名 _____ 執行處代表簽名 _____ 日期 _____
 Name of OA Representative Signature of OA Representative Date

FOR OFFICE USE ONLY:

Received date:

Checked by:

請填妥及寄交獎勵計劃總辦事處（地址：九龍長沙灣麗閣邨麗葵樓 3 樓 301-309 號）

PLEASE COMPLETE AND FORWARD TO THE AWARD OFFICE

(Add.: Nos.301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon)

Updated on 08/09/2009



香港青年獎勵計劃

THE HONG KONG AWARD FOR YOUNG PEOPLE

* 銀章／金章級完成通知書

NOTIFICATION OF ATTAINMENT OF *SILVER/GOLD AWARD

第一部份 參加者請填寫本部份 (請用正楷書寫)

Part I This Part to be Completed by Participant (Please use BLOCK LETTERS)

1. 姓名 (英文) _____
Name in English (請依照身份證上的資料填寫。Please enter your name as recorded in your Hong Kong Identity Card.)
2. 姓名 (中文) _____
Name in Chinese
3. 性別 _____ 4. 國籍 _____
Sex Nationality
5. 出生日期 _____ 6. 年齡 _____
Date of Birth 日 date / 月 month / 年 year Age
7. 通訊地址 (英文) _____
Correspondence Address
8. 電郵地址 _____
E-mail Address
9. 電話 (住宅) _____ (手提電話) _____
Telephone Nos. (Home) (Mobile)
10. 健康情況 (請於適當方格加✓) 健全人仕 弱能人仕
Physical Fitness (Please tick) Able-bodied Disabled
11. 所屬執行處 _____ Award Operating Authority
Name of Operating Authority
12. 所屬執行處支部 _____ Hong Kong Air Cadet Corps
Name of User Unit
13. 最初參加章級 (請於適當方格加✓) 銅章級 直接銀章級 直接金章級
Level of First Entry (Please tick) Bronze Direct Silver Direct Gold

* 將不適當的刪除

* Delete whichever is not appropriate

回郵地址(請用英文正楷填寫清楚) Mailing Slip (Please complete clearly in BLOCK LETTERS):

姓名 Name: _____ 地址 Add.: _____ _____ _____	姓名 Name: _____ 地址 Add.: _____ _____ _____	姓名 Name: _____ 地址 Add.: _____ _____ _____
--	--	--

2009/09/08

14. 請詳述參加者之各級獎勵計劃活動、開始日期及完成日期（日/月/年）：

Activities undertaken and the dates of commencement and completion of activities (D/M/Y):

科目 SECTION		銅章級 BRONZE	銀章級 SILVER	金章級 GOLD
服務科 Service	活動 Activity			
	開始日期 Date of Commencement			
	完成日期 Date of Completion			
野外鍛鍊科 Expeditions	活動 Activity			
	開始日期 Date of Commencement			
	完成日期 Date of Completion			
技能科 Skills	活動 Activity			
	開始日期 Date of Commencement			
	完成日期 Date of Completion			
康樂體育科 Physical Recreation	活動 Activity			
	開始日期 Date of Commencement			
	完成日期 Date of Completion			
團體生活科 Residential Project	活動 Activity	/	/	
	開始日期 Date of Commencement			
	完成日期 Date of Completion			

日期 Date: _____ 參加者簽署 Participant's Signature: _____

**第二部份
Part II**

本人證明上述參加者已完成獎勵計劃 *銀章/金章級各科活動及所提供的資料全屬正確。
I hereby certify that the above-named participant has completed the requirements of all sections of *Silver/Gold Award, and all the information stated above is correct.

執行處代表姓名
Name of OA Representative

執行處代表簽名
Signature of OA Representative

日期
Date

FOR OFFICE USE ONLY:

Received date:

Checked by:

Approved by: (Chief Executive Officer)

請填妥及寄交獎勵計劃總辦事處（地址：九龍長沙灣麗閣邨麗葵樓 3 樓 301-309 號）

PLEASE COMPLETE AND FORWARD TO THE AWARD OFFICE

(Add.: Nos.301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon)

收集個人資料告示

你所提供的個人資料只會用於「香港青年獎勵計劃」處理參加者申請獎章及有關之宣傳等事項。我們可能會將你的個人資料提供予本會有關之合適人仕作為評核你的申請或提供服務給你。如欲查詢或更改你的個人資料，請以書面致函本會。我們亦會保留已存檔的個人資料作統計及通訊用途。如你不想接收關於獎勵計劃之最新資訊，可電郵至 award@ayp.org.hk 要求刪除你的記錄。

Notice for Collection of Personal Data

"The Hong Kong Award for Young People" will use the personal data collected for processing of the award applications and relevant promotion activities. We may disclose your personal data to other AYP related parties in the assessment of your application or provision of service to you. Should you require any enquiries and / or correction of your personal data, please contact the Award Office in writing. We may also retain archived personal data for statistical and communication purpose. Should you no longer wish to receive updates of the Award, you can email AYP at award@ayp.org.hk to delete your record at any time.

香港青年獎勵計劃
申請完成*銀章/金章證明文件

1. **申請人資格：**

本表格只供符合下列全部條件之人士填寫：

- 1.1 已向總辦事處遞交銀/金章完成通知書；及
- 1.2 合符獲獎資格；及
- 1.3 有充足理由需要在獲頒發有關獎狀前獲取得獎證明。

2. **申請費用：**

港幣二十元正。

3. **申請人資料（必須以正楷清楚填寫）：**

姓名： (中文) (英文)

性別： 所屬執行處及執行處支部：

身份證號碼： 聯絡電話：

通訊地址（英文）：

4. **申請原因：**

5. **領取證明文件方法（請√）：**

郵寄至上述地址 親身到取（請先致電通知到取日期）

申請人簽署：

日期：

* 請刪去不適用者

請將本申請表連同有關費用（支票抬頭：香港青年獎勵計劃）郵寄或親身遞交至九龍長沙灣麗閣邨麗英樓三樓 301-307 號香港青年獎勵計劃總辦事處，恕不接受傳真或電郵申請，查詢請電：2728 3243。

2005/02/01

AYP-F05 籌辦野外鍛鍊科遠足課程申請表
香港青年獎勵計劃

籌辦野外鍛鍊科課程申請表

執行處支部： _____ 直屬執行處 - 香港航空青年團
 執行處支部組長姓名： _____ (OC HKAYP Flt)
 電郵地址： _____ acc.ayp@gmail.com
 聯絡電話： _____ 2712-8900 傳真號碼： _____
 課程詳情：

1. 章級： (請✓) 野外鍛鍊教練課程 (銅章級)
 銅 銀 金
2. 性質： (請✓) 野外鍛鍊 (陸上)
 野外鍛鍊 (海上)： 獨木舟 風帆
 划船
 探討活動 (請註明： _____)
3. 課程日期： 由 _____ 年 _____ 月至 _____ 年 _____ 月
4. 預計活動人數： _____

建議導師 / 評核員資料： (如不敷應用，請另加紙張填寫有關資料)

1. (總導師)	姓名：				(* 先生 / 小姐)
	電話：		(辦公室)		(手提)
	資歷：				

2.	姓名：				(* 先生 / 小姐)
	電話：		(辦公室)		(手提)
	資歷：				

3.	姓名：			(* 先生 / 小姐)
	電話：	-	(辦公室)	(手提)
	資歷：			

4.	姓名：			(* 先生 / 小姐)
	電話：		(辦公室)	(手提)
	資歷：			

--

執行處支部代表簽名：

--

執行處支部蓋章

日期：

註： 1. * 請刪去不適用者。

2. 請連同有關【課程時間表】於開課前四個星期交回直屬執行處辦事處 (地址：九龍長沙灣麗閣邨麗葵樓三樓 301-307 號地下)。
3. 你所提供之資料只供本執行處之用，如欲查詢/更改個人資料，可直接與本執行處職員聯絡。

祇供直屬執行處填寫	
收件 日期：_____	職員簽署：_____
上述活動： <input type="checkbox"/> 獲批准 <input type="checkbox"/> 不獲批准	職員姓名：_____
導師(1)： <input type="checkbox"/> 獲確認 <input type="checkbox"/> 不獲確認	日期：_____
導師(2)： <input type="checkbox"/> 獲確認 <input type="checkbox"/> 不獲確認	備註：_____
導師(3)： <input type="checkbox"/> 獲確認 <input type="checkbox"/> 不獲確認	_____
導師(4)： <input type="checkbox"/> 獲確認 <input type="checkbox"/> 不獲確認	_____

AYP-F06 野外鍛鍊課計劃書

野外鍛鍊訓練課程計劃書

第一部份：申請單位資料

此計劃書及課程申請表需於開課**前五星期**經電郵遞交至 acc.ayp@gmail.com。

中隊 / 大隊：

獎章名稱及級別： 野外鍛鍊科 (章級) / 野外鍛鍊教練課程 (銅章級)

日期： [] 年 [] 月 [] 日至 [] 年 [] 月 [] 日 逢星期 []

次數： 共 [] 次

時間： [] : [] 至 [] : []

地點：

地址：

參與人數：

負責教練姓名：

職級：

聯絡電話：

電郵地址：

第二部份：教練資料 (如適用，由實習教練填寫)

	姓名	聯絡電話	電郵地址
組長：			
副組長：			
組員：			
組員：			

第三部份：理論課

理論課地點：

理論課地址：

節數	日期	時間	課程內容	講員	班務行政
1					
2					
3					
4					

5					

第四部份：第一次旅程

主 題： _____
 日 期： [] 年 [] 月 [] 日 _____
 時 間： _____
 地 點： _____
 里 數： _____
 出席教練姓名： _____

第五部份：第二次旅程

主 題： 實習旅程 _____
 日 期： [] 年 [] 月 [] 日至 [] 年 [] 月 [] 日 _____
 時 間： → (露營地點) → _____
 地 點： → (露營地點) → _____
 公 里 數： → (露營地點) → _____
 出席教練姓名： _____

第六部份：第三次旅程

主 題： 實習旅程 _____
 日 期： [] 年 [] 月 [] 日至 [] 年 [] 月 [] 日 _____
 時 間： → (露營地點) → _____
 地 點： → (露營地點) → _____
 里 數： _____
 出席教練姓名： _____

第七部份：第四次旅程

主 題： 實習旅程 _____
 日 期： [] 年 [] 月 [] 日至 [] 年 [] 月 [] 日 _____
 時 間： → (露營地點) → (露營地點) → _____
 地 點： → (露營地點) → (露營地點) → _____
 里 數： _____
 出席教練姓名： _____

AYP-F07 遠足導師服務時數紀錄
香港青年獎勵計劃
直屬執行處
遠足導師服務時數紀錄
(Expeditions Instructors Service Record)

課程編號： _____ 主辦單位： _____

課程日期(月/年)： _____ 由 _____ 至 _____ 章級： _____

導師姓名(英文正楷)	CRS No.	AOA No.	課堂日期							實習/評核旅程日期																	
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											

備註： 為方便計算，服務時數統一如下：
 課堂每節為 2 小時
 一日的戶外實習/評核旅程為 8 小時

確認：
 總導師姓名： _____ 總導師簽署： _____ 日期： _____
 執行處支部組長姓名： _____ 執行處支部組長簽署： _____ 日期： _____
 AOA職員姓名： _____ AOA職員簽署： _____ 日期： _____

AYP-F08 野外鍛鍊科科委會「遠足導師註冊制度」申請表
香港青年獎勵計劃
野外鍛鍊科科委員會

「遠足導師註冊制度」申請表

新任導師註冊 晉升註冊 再次註冊 特別情況註冊
 (請於適用者加上✓)

<p>【導師個人資料】 姓名：(中文) _____ (英文) _____ 出生日期： _____ 性別： _____ 身份證號碼： _____ 所屬執行處： _____ Award Operating Authority (Hong Kong Air Cadet Corps) CRS 註冊編號(如適用)： _____ 章級： _____ 通訊地址： _____ _____ 電話：(住宅) _____ (辦公室) _____ (手提電話) _____ 電郵地址： _____</p>

<p>【新任導師註冊】 請填寫： 導師訓練課程編號： _____</p>	<p>【晉升註冊】 請填寫： 由 _____ 章級晉升至 _____ 章級 晉升實習日期： _____</p>
--	--

<p>【再次註冊】 請填寫：</p> <p>註冊期內已參與最少 10 小時服務 <input type="checkbox"/> 是 <input type="checkbox"/> 否 (約 _____ 小時) 註冊期內已參與最少 5 小時增值課程 <input type="checkbox"/> 是 <input type="checkbox"/> 否 (約 _____ 小時) 註冊期內服務及增值課程已超過 30 小時 <input type="checkbox"/> 是 <input type="checkbox"/> 否</p>
--

<p>【特別情況註冊】 請填寫： 已參加之簡介會日期： _____ 須作特別情況處理的原因： _____ _____</p>

<p>【導師服務意向】</p> <p>本人 <input type="checkbox"/> 願意為其他執行處 / 執行處支部提供服務，如有需要，CRU 可將本人之聯絡方法告知有關執行處 / 執行處支部。 <input type="checkbox"/> 不 願意為其他執行處 / 執行處支部提供服務。</p>

<p>【導師其他個人資料】 (可自由選擇是否填寫本欄)</p> <p>以下資料有助 CRU 為各執行處 / 執行處支部提供導師轉介服務：</p> <p>本人 *是 / 不是 AYP 獎章持有人，章級： _____ 本人之職業： _____ 本人之宗教信仰： _____ 本人可使用以下語言教學： _____ 本人之其他興趣： _____ 本人之其他導師資歷： _____</p>

本人謹此證明，前述資料全部正確無誤。

申請人簽名：_____

日期：_____

由所屬執行處填寫：

本人證明（導師姓名）_____ 為 _____ AOA (HKACC) _____ 執行處之
_____ 章級遠足導師，其提供的資料經本執行處核實無誤，現推薦其於香港青年獎勵計劃
遠足導師註冊制度下註冊。

執行處蓋章：_____

執行處代表簽名：_____

執行處代表姓名：_____

聯絡電話：_____

日期：_____

由遠足導師註冊組填寫：

收件日期：_____ 收據編號：_____

是否接納申請人註冊： 是 導師註冊編號：_____

註冊章級： * 銅 / 銀 / 金

註冊年期：由 _____ 年 _____ 月 _____ 日

至 _____ 年 _____ 月 _____ 日

否 原因：_____

遠足導師註冊組代表簽名：_____

遠足導師註冊組代表姓名：_____

日期：_____

備註：

1. * 請刪去不適用者
2. 你所提供的資料只供導師註冊及轉介導師之用，如欲更改或查詢你的個人資料，可與秘書處聯絡。
3. 請將此申請表**及有關的證明文件或紀錄表**，交回 CRU 秘書處（地址：九龍長沙灣麗閣邨麗葵樓 3 樓 301-309 號），傳真文件恕不接受。
4. 補發註冊證明請**連同補發費用**（支票抬頭：香港青年獎勵計劃）交回 CRU 秘書處。

AYP-F09 直屬執行處 遠足導師 履歷表
導師個人履歷表

I. 導師個人資料

姓名： _____ (中文) _____ (英文)	近照一張
性別： _____ 年齡： _____ 出生日期(日/月/年)： _____	
教育程度： _____ 職業： _____	
電郵地址： _____	
英文地址： _____	
電話： _____ (住宅) _____ (辦事處) _____ (手提)	
所屬執行處支部： _____ Award Operating Authority (Hong Kong Air Cadet Corps)	

II. 資歷

<input type="checkbox"/> 1. 曾獲委任為 DEA/AYP 野外鍛鍊科遠足導師		
<u>章級</u>	<u>年份</u>	<u>執行處/支部</u>
銅章級	_____	_____
銀章級	_____	_____
金章級	_____	_____
<input checked="" type="checkbox"/> 2. 曾經完成 DEA/AYP 野外鍛鍊科遠足導師訓練課程		
<u>主辦機構</u>	<u>年份</u>	
_____	_____	
<input type="checkbox"/> 3. 擁有其他野外活動導師資歷 (例如山藝導師、外展訓練導師等)		
<u>主辦機構</u>	<u>資歷</u>	<u>年份</u>
_____	_____	_____
_____	_____	_____
<input checked="" type="checkbox"/> 4. 擁有其他資歷 (例如急救、制服團體資歷等)		
<u>主辦機構</u>	<u>資歷</u>	<u>年份</u>
_____	_____	_____
_____	_____	_____

III. 戶外活動的導師經驗

<input type="checkbox"/>	1. 具有 DEA/AYP 野外鍛鍊科遠足導師經驗：															
	<table><thead><tr><th><u>章級</u></th><th><u>年份</u></th><th><u>執行處/支部</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>	<u>章級</u>	<u>年份</u>	<u>執行處/支部</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>章級</u>	<u>年份</u>	<u>執行處/支部</u>														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
<input type="checkbox"/>	2. 具有其他戶外活動的導師經驗：															
	<table><thead><tr><th><u>資歷</u></th><th><u>年份</u></th><th><u>主辦機構</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>	<u>資歷</u>	<u>年份</u>	<u>主辦機構</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____			
<u>資歷</u>	<u>年份</u>	<u>主辦機構</u>														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														

IV. 參與戶外活動的經驗

<u>參與活動</u>	<u>年份</u>	<u>主辦機構</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. 獎勵計劃章級資歷

<input type="checkbox"/>	銅章	獲獎年份： _____
<input type="checkbox"/>	銀章	獲獎年份： _____
<input type="checkbox"/>	金章	獲獎年份： _____

註： 1. 請在適用的空格內加上”✓”號。
2. 請提交有關證明文件如證書、委任證明等。
3. 如有需要，請另附紙張填寫有關資料。

AYP-F10 直屬執行處 野外鍛鍊科 遠足導師推薦表格
香港青年獎勵計劃
直屬執行處

野外鍛鍊科遠足導師推薦表格

CRS 課程編號： _____

課程期限： 由 _____ (年/月) 至 _____ (年/月)

執行處支部： _____ Hong Kong Air Cadet Corps

執行處支部組長姓名： _____ (OC HKAYP Flt)

電郵地址： _____ acc.ayp@gmail.com 聯絡電話： _____ 2712-8900 / _____

本人證明下列導師曾參加由本執行處支部舉辦的野外鍛鍊科遠足導師訓練，並成功完成實習課程，謹此予以推薦。本人並證明其所提供的資料為正確無訛。

導師姓名(中文)	章級	由直屬執行處填寫	
		推薦結果	委任期
1.		* 獲確認 / 不獲確認	由_____至_____
2.		* 獲確認 / 不獲確認	由_____至_____
3.		* 獲確認 / 不獲確認	由_____至_____
4.		* 獲確認 / 不獲確認	由_____至_____
5.		* 獲確認 / 不獲確認	由_____至_____



執行處支部蓋章

執行處支部代表簽名： _____

日期： _____

- 備註： 1. * 請將不適用者刪去。
 2. 請將此推薦表格連同導師之**聯絡方法**，交回直屬執行處辦事處 (地址：九龍長沙灣麗閣邨麗葵樓三樓 301-309 號)。委任信件將於資格獲確認後直接向導師發出。
 3. 你所提供之資料只供本執行處之用，如欲查詢/更改個人資料，可直接與本執行處職員聯絡。

祇供直屬執行處填寫	
收件日期： _____	職員簽署： _____
備註： _____	職員姓名： _____
_____	日期： _____

2010/3/5

推薦導師名單及聯絡方法

姓名 (中文)	姓名 (英文)	性別	手提電話	電郵	地址(英文)	持有有效急救 証書(有/無)