**香港社區組織協會Society for community Organization (SoCO)**

**與弱勢並肩，為公義行動！For people, we care; For justice, we act!**

**團體義工申請 Organization Volunteer Application Form**

填寫本表格前，請先細閱本機構之義工須知；
Please read our ‘Guide to Volunteers’ before completing the form.

1. **Particulars of the group申請團體資料**

Name of the group: 團體名稱: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (中) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (English)

Contact person 聯絡人姓名: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position 職位: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address 地址: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact no. 電話: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax 傳真: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address電郵地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Suggested Service Proposal** (Please use 1 -5 to indicate your preference in order of priority)

**服務建議（請用數字顯示合作意願，“1”爲最想合作）**

 □ A**貧窮兒童工作** Underprivileged Children Project

□ B**籠屋、板間房、劏房工作** Housing Project

□ C**貧困長者工作** Elderly Poverty Project

 □ D**社區教育工作（展覽、出版等）** Community Education (Exhibition / Publication etc.)

□ E**籌款工作** Fund Raising Project

**建議詳請：**

Date 日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time 時間: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue 地點: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of volunteer義工人數: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Target 服務對象: \_\_\_\_\_\_\_\_\_\_\_\_ No. of service target 服務人數: \_\_\_\_\_\_\_\_\_\_
Suggested service details 建議服務內容:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please make additional copy for use if necessary. 如有需要，請影印填寫。)

1. **From where do you know SoCO從何處認識香港社區組織協會** ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Chop and authorized sign

團體蓋印及負責人簽署: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date日期 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**團體義工申請流程**

**兩星期內回復**

**Receive confirmation of application within two weeks of application**

* **義工如有任何疑問，歡迎致電2713 9165 或 電郵至socohkg@gmail查詢。**
* **Should you have any questions, feel free to call 27139165 or email us at** **socohkg@gmail.com****.**

**如有適合服務與團體合作，社工將於1個月內聯絡團體負責同事並作出安排。具體服務形式需由社工與團體具體商議。**

**If the desired role is available, the application would be successful. The accepted parties would be informed within one month of application.**

**遞交申請表 Submission of Application**

1. **向職員遞交；Submit to a staff**
2. **電郵至Email to : socohkg@gmail.com**
3. **傳真至 Fax to : 2761 3326**

僅內部使用：(Internal use only)

職員收表日期： \_\_\_\_\_

統籌職員聯絡日期： \_

計劃同事聯絡日期： \_\_

**如暫時沒有適合服務與團體合作，社工將1個月內告知義工。**

**If one’s role is temporarily unavailable, they would be informed of the unavailability. They shall receive the notification of rejection within one month of application.**