

嘉諾撒聖心書院 家長教師會- 學會或學校組織活動贊助申請表

- * 申請適用於獲學校批准之活動，但未能向政府申請資助，或學校並無資助或資助金額不足之活動。
- * 每項活動資助金額上限為港幣 3 萬元。
- * 如向家教會申請活動資助，需最少提早一個月呈交申請表、計劃書及相關文件給盤念祺老師，以供家教會幹事審批。
- * 活動完結後一個月內，需提交活動及財政報告給家教會盤念祺老師。

申請日期: _____

申請學會/組織: _____

負責教師姓名: _____

負責學生姓名及班別: _____

(1) 活動性質 (請填選適合項目)

- 學術 職業導向 親子關係
 外出考察 正向教育 聯校活動 其它，請註明: _____

(2) 活動簡述:

(3) 活動內容:

日期: _____

時間: _____

地點: _____

參加對象: _____

人數: _____

申請款項: _____

(4) 相關文件: (請填選適合項目)

- 附計劃書
 附財政預算
 附已經校方審批之報價/招標資料影印本

金額	採購安排 (必需遵從學校相關指引)
5 千元或以下	經部門主管確認
5 千元至 5 萬元	3 份口頭報價
5 萬元以上至 20 萬元	5 份書面報價
20 萬元以上	5 份招標書

- 附利益申報表

_____ 負責老師簽名

_____ 負責學生簽名

Sacred Heart Canossian College - Parent Teacher Association

Application Form for the Sponsorship of School Activity

- * Applicable to the activity approved by the school, but is not qualified for financial assistance from the government, not currently wholly or partially subsidised by the school.
- * The maximum sponsorship is HKD 30,000 for each activity.
- * This application form should be submitted together with a proposal and supporting documents for approval by the committee members of the Parent Teacher Association. The documents should be submitted to Ms Nikki Pun at least one month before the start of the activity.
- * An activity and financial report should be submitted to SHCC PTA (Ms Nikki Pun) within one month after the activity.

Date of application: _____

School club/ organisation: _____

The teacher-in-charge: _____

The student-in-charge and her class: _____

(1) Nature of the activity (Please put a “✓” in the appropriate box(es).)

- Academic Career-related Parent-child activity
 Study trip Positive education Joint-school event Others, please specify: _____

(2) Brief description of the activity:

(3) Details of the activity:

Date: _____

Time: _____

Venue: _____

Type of participants: _____

No. of participants: _____

Amount of sponsorship required: _____

(4) Supporting documents: (Please put a “✓” in the appropriate box(es).)

- The proposal is attached.
- The budget is attached.
- The copies of quotations/tenders approved by the school are attached.

Limits	Procurement arrangements (Should follow the guidelines of the school.)
\$5k or below	Endorsement by department / team head
\$5k - \$50k	3 oral quotations
\$50k - \$200k	5 written quotations
Above \$200k	5 tenders

- The Conflict of Interest Declaration is attached.

Signature of teacher-in-charge

Signature of student-in-charge