



義工手冊 VOLUNTEER HANDBOOK

I. 申請成為義工 APPLICATION

- 凡支持本會宗旨及遵守本會會章及附則的人士，均可申請成為本會義工
- 12-17 歲人士，須有家長或監護人同意，憑家長或監護人之身份證或護照號碼登記
- 合資格人士可親臨中心，填寫義工申請表，提供填寫服務偏好，以便安排義工服務
- Any persons who uphold the objectives of our association and comply with the constitution and by-laws of our association can apply to be a volunteer.
- Persons aged 12-17 must obtain parental consent to apply to be a volunteer. They have to register with the I.D. card number or passport number of the parents or guardian.
- Eligible persons can visit our centres in person, fill out the application form and provide your service preferences so that we can arrange volunteer services that best suit you.

II. 義工責任 OBLIGATION

- 個人資料若有更改，請盡快通知中心
- 遵守中心規則，不可隨便開啟中心任何電器用品，如有損壞須照價賠償
- 準時出席所參與的義工服務
- 因應社會福利署的指引，參與本會義工服務的義工須就性罪行定罪紀錄作出聲明，以便本會參考，並應在有關紀錄有所改變時盡快通知本會
- 凡進入中心，必須登記，以便統計
- For any change of personal information, please contact our centre immediately.
- You should comply with the rules and regulations of the centre. You must not turn on any electronic devices of the centres without permission. You have to pay the full price for any properties damaged.
- You should attend volunteer services that you have applied punctually.
- According to the regulations given by the Social Welfare Bureau, volunteers of our association should provide Sexual Conviction Record Check for the reference of our association. You should notify our association immediately if there is any change in the record.
- Volunteers should register upon entry of the centre for statistical purpose.

III. 義工福利 BENEFITS

- 滿足個別服務的義工時數要求，將會被邀請參與該年度的義工嘉許禮
- Volunteers who have met the hour requirements for particular volunteer services will be invited to join the annual volunteer recognition ceremony.

IV. 終止義工身份 TERMINATION

- 閣下可隨時停止在本會參與義工服務
- 凡違反中心規則，如：「會員守則」、「義工手冊」，本會有權停止其義務工作
- You may cease joining the volunteer services of our association at any time.
- Our association reserves the right to stop any persons who violate the rules of our association, including member regulations and volunteer handbook, from joining our volunteer works.

V. 其他 MISCELLANEOUS

- 如有任何修改，本會將會將更新版本上載到本會網頁 www.womencentre.org.hk
- 閣下有權向本會查閱和修正你的個人資料。如義工希望查閱和修正個人資料應以書面或親臨本會提出
- If there is any change to the rules, the association will upload the latest version to our website www.womencentre.gov.hk
- You have the right to request access to and correction of your personal data held by our association. Request for access or correction of personal data should be made in writing or by visiting our center.

