Please submit the form 1-month before activity, by email to [club@unicef.org.hk](mailto:club@unicef.org.hk).

|  |  |  |  |
| --- | --- | --- | --- |
| School Name: |  | | |
| Student: |  | Position: |  |

Detail of Activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity Name: |  | | | |
| Nature: | Education / Advocacy / Fundraising | If fundraising, how much? | | HK$ |
| Date: |  | | | |
| Time: |  | | | |
| Location: |  | | No. of Participant: |  |
| Target: | Student / Teacher / Parents / Others please specify: | | | |
| Promotion: | Assembly / School Announcement / Poster / Notices / Intranet / Facebook /  Others please specify: | | | |

Description:

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|  |

Objective:

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What, if any, extra involvements and supports will you require from UNICEF HK?

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|  |

Declaration

⬜ This activity has been approved by Teacher-in-charge (Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Budget for Activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | Apply Sponsorship from UNICEF HK | |
| Items | Descriptions | Amount  (HK$) | Amount  Applied  (HK$) | Amount Approved  (Fill in by UNICEF HK) |
| Promotion |  |  |  |  |
| Stationery |  |  |  |  |
| Logistic |  |  |  |  |
| Souvenirs |  |  |  |  |
| Miscellaneous |  |  |  |  |
| Others |  |  |  |  |
| Others |  |  |  |  |
| Total | |  |  |  |
| Remarks: Please keep all original receipt(s) for reimbursement. | | | | |

Materials Support for Activity

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Collection: |  | Date of Return: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Please refer to the [Activity Materials List](https://club.unicef.org.hk/upload/online_resources/1/self/5dfc282f40861.pdf)) | | | Request Materials from UNICEF HK | |
| **Quantity** | **Item** | **Code** | Quantity Approved | Date of Return |
| (Fill in by UNICEF HK) | |
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| **（To be filled by UNICEF HK）**  UNICEF HK’s advice on the activity: | |
| (Name of Approver) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ approved this activity  Signature： | UNICEF HK’s stamp |