

UNICEF Club Activity Report

Please submit the form in two-week after activity, by fax to 2338 5521 or email to edu@unicef.org.hk.

Please send us the photos of activity by email for the purposes of education and promotion.

School Name: _____
Student: _____ Position: _____

Detail of Activity

Activity Name: _____
Nature: _____ Education / Advocacy / Fundraising _____ Fundraised: _____ HK\$
Date: _____
Time: _____
Location: _____ Participant Reached: _____
Target: _____ Student / Teacher / Parents / Others please specify: _____
Promotion: _____ Assembly / School Announcement / Poster / Notices / Intranet / Facebook /
Others please specify: _____

Description:

Objective:

UNICEF Club Activity Report

Financial Report

If reimbursement is needed, please complete the below and attach with original receipt(s). Please submit to us by post and keep a photocopy for your record. The process of reimbursement takes about a month.

Activity Income		Amount (HK\$)	
Item(s)		Dollar	Cent
1			
2			
3			
Total Income			

Total Amount for Donation

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Remarks: Donation will be allocated to UNICEF's programmes worldwide.

Activity Expenditure			Amount (HK\$)	
Item(s)		Receipt No.	Dollar	Cent
1				
2				
3				
4				
5				
6				
Total Expenditure				

Total Amount of Reimbursement

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Remarks: Please mark the number for each receipt and stick it on a A4 paper in sequence, for easy checking.

Reimbursement

UNICEF HK will direct transfer the reimbursement amount to the bank provided below, please ensure all information is correct.

Bank Name : _____
Bank Account No. : _____
Bank Account Holder : _____

- **Remarks: When processing refund or reimbursement amounts, it is essential that the account holder applying for reimbursement is over 18 years old. Therefore, it is advisable that a consultant or authorized representative be designated to manage this process.**