

Po Leung Kuk
Social Services Department

Individual/Professional/Family Volunteer Registration Form

Please send the completed form to ssdvolunteer@poleungkuk.org.hk
or fax to (852)2890 2097. For enquiries, please call 2277 8198.

For official use only: Volunteer number: _____

Personal Information

Name: _____ (Chinese) _____ (English)

Gender: Male Female HKID / Passport No. (The first four letters/digits, eg A123): _____

Date of Birth: (dd/mm/yyyy) _____ (We normally accept volunteers above 16)

Email: _____ Contact Number: _____

Address: _____

Occupation: Student Employed Retired Homemaker Others

Education Level: Primary Secondary Post-secondary or above Others

Previous Volunteer Training: Yes No

Volunteering Experience: Nil less than a year 1 to less than 3 years

3 to less than 5 years 5 years or above

If yes, please specify service type: _____

Family Volunteer members personal information (Name and relationship) (If applicable) _____

*Main registrant of the family volunteer must be 18 years old or above, other family members must be 6 years old or above

Knowledge & Skill:

Health and Personal Care	Information and Technology	Recreation, Culture and Arts	Other Professional Skills
<input type="checkbox"/> Medical Care <input type="checkbox"/> Hair cutting / styling <input type="checkbox"/> First Aid If you are qualified first aider, please provide First Aid Certificate valid year: (_____)	<input type="checkbox"/> Social Media application <input type="checkbox"/> Web design and management <input type="checkbox"/> Coding (mobile / computer) <input type="checkbox"/> Video editing	<input type="checkbox"/> Cooking <input type="checkbox"/> Drama <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Magic <input type="checkbox"/> Sports <input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Chinese Opera <input type="checkbox"/> Singing <input type="checkbox"/> Guided Tour <input type="checkbox"/> Design <input type="checkbox"/> Photography <input type="checkbox"/> Horticulture (Graphic/ Advertising)	<input type="checkbox"/> Legal knowledge <input type="checkbox"/> Maintenance and repairing (please specify : _____) <input type="checkbox"/> Language (_____)
<input type="checkbox"/> Physical Fitness			

Other Knowledge and skills: _____

If interested to become professional volunteer, please put a 「 ✓ 」 in the box, we will provide relevant volunteering service based on the above information.

Volunteering Service

Service Unit: Please indicate 2 target service units (1 is the first choice, 2 is second choice)	<input type="checkbox"/> Children Services (Children Residential Service)	<input type="checkbox"/> Family Services (Family crisis support, Women and Community service)
	<input type="checkbox"/> Children Services (Special Education for Early Childhood)	<input type="checkbox"/> Rehabilitation Services (Service for Handicapped Adults)
	<input type="checkbox"/> Children service	<input type="checkbox"/> Elderly services

	(Kindergarten-cum-nursery)	
<input type="checkbox"/>	Children & Youth Service (Student Activities)	<input type="checkbox"/> Medical Services

Expected Services :
(more than one item
can be selected)

- Recreational Activity Homework Guidance Visit
Escort Service for Medical Appointment Promotion and Advertising Cleaning Service
Repairing Service Workshop/ interest Class Other: _____
Professional Service (Please specify : _____)

Districts:
(more than one item
can be selected)

- Hong Kong Island Kowloon East Kowloon Middle
Kowloon West New Territories East New Territories West
New Territories South New Territories North Anywhere

Frequency:

- Regular (Weekly) Regular (Monthly) One-off (On need basis)

Time Available:

(more than one
item can be
selected)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
12nn-6pm							
After 6pm							

Ways to know Po Leung Kuk's volunteering service

- Social Media Article/Magazine Website Friends/Family Social service agency Others: _____

Do you have any prior convictions for sexual offences involving children or mentally incapacitated persons? Yes No

Remarks: All information provided will only be used for the arrangement of volunteering services. Our staff will contact you if any suitable opportunities arise. Otherwise, this application form will be kept at our application database for one year and disposed thereafter.

Your personal data provided in this form will be used for the above purpose. The Kuk may use your personal data and donation record in the database of the Kuk to send you the updated information related to our services, development and donation campaigns through various channels such as direct mailing, email, telephone, SMS or facsimile, etc. If you do not wish to receive such materials, please contact the Kuk or put a 「 ✓ 」 in the box below and send back to Po Leung Kuk through Tel 2277 8198 , Fax: 28902097 or email to ssdvolunteer@poleungkuk.org.hk .

I do not wish to receive any promotional materials from Po Leung Kuk as specified above.

I confirm all the information above is true and accurate.

Signature of
Applicant: _____

Date: _____

(For Applicant under 18)

Guardian name: _____

Contact No: _____

Relationship to Applicant: _____

Signature of Guardian: _____

Date: _____

Sexual Harassment Policy – Clause

防止性騷擾政策 – 條文

“Appointed supplier/contractor and delegated personnel (volunteer) are/is aware of and will comply with Po Leung Kuk’s 《Sexual Harassment Policy and Procedures》 in order to create a work and service environment that is not affected by sexual harassment. Po Leung Kuk is committed to preventing and eliminating sexual harassment and will not tolerate any sexual harassment by any employee, Board member, service user, volunteer or supplier. Any harassment will be handled in accordance with the relevant internal procedures. Where a complaint of sexual harassment is found to be substantiated, Po Leung Kuk reserves the right to terminate the contract, change the relevant delegating personnel or claim compensation from your company and the delegated personnel / (you). You may contact our staff for the aforesaid Policy and Procedures.

任何指定供應商/承判商及委派人員(義工)知悉保良局《防止性騷擾政策及程序》並會遵守及按政策內所述條文執行，共同營造一個不受性騷擾影響的工作和服務環境。保良局承諾致力預防及消除性騷擾，絕不容忍任何員工、董事會成員、服務使用者、義工或供應商等的性騷擾行為，任何騷擾個案保良局皆會按相關內部程序處理。任何個案一經證實，保良局保留取消合約、更換相關委派人員及/或向閣下/貴公司及委派人員索償的權利。”如欲查閱上述政策及程序，請與本局職員聯絡。