



## **Hong Kong Adventure Corps**

### **Counting of Service Hours of Instructors and Cadets**

#### **Counting of Service hours**

##### **I. Instructors**

- All hours starting from assembly time (assembly point /vehicle pick up point/ event venue) until dismissal at dismissal point /vehicle drop off point (whichever is the latest)
- Actual working hours for administration, planning and preparation works for Corps activities
- Actual working hours for social service / event
- Include other recognized volunteer service not connected with HKAC
- \*\*\*Residential camp in HITC: include sleeping hours
- \*\*\*Training time as trainees in PAI course excluded
- \*\*\*Paid service excluded

##### **II. Cadets / recruits**

- All working hours for social service or public performance for the Corps starting from assembly to dismissal time.
- Other recognized volunteer service not connected with HKAC

#### **Type of activities to be counted for service hours**

##### **I. Instructors**

###### **Training**

Residential camp, day camp, school training, field training, exchange program, special skill training, AYP etc.

###### **Social Service**

All kind of social service range from community chest crowd control, flag selling, charity walk, trail walker control point, Remembrance Sunday, National day flag raising ceremony, school service, support to other charity organizations...etc.

###### **Corps Administrative Works**

- Commandant meeting, Squadron meeting and special working group or project

meeting

- Planning and preparation works of Corps / squadron / school troop activities such as writing up operation order, recce, other administrative works and camp maintenance, etc.

### **Projects / Special Events**

Joint camp, overseas exchange program / visit, Joint Uniform Groups Parade, Joint Schools passing out parade, etc

## **II. Cadets**

- Social service such as flag selling, crowd control, camp tidy up/maintenance, special task for Corps function such as joint parade, drill competition, national day flag raising, band performance, road show etc.
- Other recognized volunteer service not connected with HKAC

### **Remarks :**

**Please refer to Appendix I on “User Guide for Counting Service hours of Volunteering Works”**

Hong Kong Adventure Corps  
October 2005

**User Guide for Counting Service hours of Volunteering Works**

**1. Definition of volunteer service**

Volunteer service generally refers to any person who voluntarily devotes his time and effort in providing services for the betterment of society, without any material or money reward.

**2. Recognized service areas include both direct service and indirect service**

*(a) Direct service*

Refers to activities such as liaison, planning, organizing, implementing, reviewing, etc.

Liaison: Contact with other related personnel who are participating in the activity or service, including telephone contact or visits to organizations.

Planning: Meeting (held for implementation of an activity or service, Excluding regular meetings of volunteer groups or other groups)

Organizing : Preparation work for programme / activity

Implementing : Actual carry out of programme / activity

Reviewing : Review / evaluation meeting or session

*(b) Indirect service*

Refers to assisting in the daily operation of a service unit / organization, which commonly include supporting service like clerical work, design, reception, etc.

3. Services provided by instructors of uniform organizations or groups at their own time and effort should be counted as service hours.

**4. NOT INCLUDED**

(a) Hours of attending voluntary service training should not be counted as service hours. (such as PAI course)

(b) Regular training or drills of uniform organizations or groups should not be counted as service hours. **(for cadets only)**

For details, please visit <http://www.volunteering-hk.org>

**From:** [HKAC](#)

**To:** [Sch WK Lt Yeung Yuk Hoi](#) ; [Sch SL Leung K C](#) ; [Sch SL Capt Mak Tak Cheung](#) ; [Sch SL Capt Lam Pui Shing](#) ; [Sch MKP SSM Brain Liu](#) ; [Sch MKP Mok Man Yee](#) ; [Sch MKP 2IC Florence Cheng Pui Yan](#) ; [Sch KTS Lee Siu Fai](#) ; [Sch HW Capt Tang Tsz Ming](#) ; [Sch HD Capt Leung Sze Man](#) ; [Sch HD Capt Chau Chi Man](#) ; [Sch DMS Cpl Wong Wing Wah](#) ; [Sch DMS 2nd Lt Betty Ng](#) ; [Trg Sqn WO II Stephen Cheung](#) ; [HQ Vol WOII Ng Wing Keung](#) ; [HQ Vol Lt Timothy Thistle](#) ; [HQ Vol Lt Claudia Lui](#) ; [HQ Vol CSM Mak Man Kin](#) ; [HQ Vol Capt Lee Boon Pui Charlie](#) ; [HQ Vol Adj Capt Savio Won](#) ; [HQ stf TCik Carol Chan](#) ; [HQ stf STO Maj Saran Limbu](#) ; [HQ stf CSO P C Keung](#) ; [HQ stf CPO Tse Man Kee, Maggie](#) ; [HQ stf CGS Connie Wan](#) ; [HQ stf AOO T K Sin](#) ; [HQ CTW Maj KK Chung](#) ; [HQ HKAC](#) ; [HQ Cnl Matthew Wong](#) ; [HQ Cnl Joseph Pau](#) ; [HQ Cnl Cheng Kin Moon](#) ; [F SSM Wan Kam Ming](#) ; [F SSM Ho Ming Hong](#) ; [F OC Maj Chan Kam Hoi](#) ; [E SSM Ng Sau Yeung](#) ; [E Lt Li Chen Lam](#) ; [E OC Major Cheuk Kin Lap](#) ; [E Lt Wong Fat Ng](#) ; [E 2IC Chan Tam Ming](#) ; [D SSM Au Kwok On](#) ; [D OC Au Kam Chuen](#) ; [D Lt Tsang Wing Kin](#) ; [D Lt Tsang Wing Kin](#) ; [D Capt Wong Hei Meng](#) ; [D 2Lt Au Hung Ming](#) ; [D 2IC Ng Yu Hang](#) ; [C OC Maj Wong Chi Hung](#) ; [C Capt Teddy Chiu](#) ; [C Capt Teddy Chiu](#) ; [C Capt Law Sing Ming](#) ; [C 2IC Chung Chi Kan Teddy](#) ; [Band BSM Tong Chi Leung](#) ; [Band ADM Tse Moon Wai](#) ; [B SSM Yeung Wing Kam](#) ; [B OC Maj Kwong Chi Keung](#) ; [B OC Maj Kwong Chi Keung](#) ; [B Lt Lun Chik Sing](#) ; [B Lt Cho Wing Hung](#) ; [B 2Lt Tam Shu Sing](#) ; [B 2IC Capt Ma Ka Lok, Simon](#) ; [B 2IC Capt Ma Ka Lok, Simon](#) ; [A SSM Tung Ka Yan, Karen](#) ; [A OC Maj Lee Hung Cheung](#) ; [A Lt Ngai Kwan Ying](#) ; [A Lt Man Ying](#) ; [A Capt Ho Siu Yuen Deo](#) ; [A 2IC Lam Wing Yiu](#) ; [F 2IC Capt Lok Wai Lurk, Robert](#)

**Sent:** Saturday, November 19, 2005 4:42 PM

**Subject:** Counting of Service Hours of Instructors and Cadets

Dear all addressees,

Attached please find the instruction of counting service hours which has been revised after the confirmation was made and agreed on the last comdt meeting. The instruction will be endorsed by Cndt then converted to the part of HKAC Standing Order if no amendment is necessary.

For enquiries, please contact me at 2792 6486.

Best Regards,

TK SIN  
AOO