**香港少年領袖團 Hong Kong Adventure Corps**

**一般行政表格 General Administration Form**

1. **此表格檔案格式為docx，請使用Word 2007或以上版本開啟此表格以方便使用。**

**This is a docx file, you are advised to open it with Word 2007 or later version.**

1. **藍色字為下拉式選單，如使用電腦開啟，請按藍色部分以選擇項目。**

**You may click on the blue words to select from the preset items.**

1. **需與學員/導師申請表填寫的資料相符**

**Should be consistent with information provided in Cadet / Instructor Application Form.**

1. **獲批申請會刊登於下一份司令訓令。**

**Approved application would be published in the next issue of Commandant’s Orders.**

1. **個人資料**

**Part A. Personal Particulars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*姓名 |  | 單位 |  | 團員編號 |  |
| \*Name | Unit | Corps No. |
|  |
| \*聯絡電話 |  | \*電郵 |  |
| \*Contact No. | \*Email |
|  |

1. **申請事項**

**Part B. Application for**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.  | 請假 |  | 日期 | 由 | Start Date | 至 | End Date |
| Leave | Date | From | To |
| 2. | 轉調 |  | 由 |  | (單位) 轉調至 |  |
| Transfer | From | (Unit) to |
| 原因 |  | 生效日期 | Date |
| Reason | With Effect From |
| 3. | 退團 |  | 原因 |  | 生效日期 | Date |
| Resignation | Reason | With Effect From |
| ***按方格以選擇申請事項******Click on the Square Box to select type of application*** |

1. **申請人簽署及單位指揮官加簽**

**Part C. Applicant’s Signature and Endorsement by unit OC and CHQ Process**

|  |  |  |  |
| --- | --- | --- | --- |
| **申請人簽署** |  | 日期 | Date |
| **Applicant’s Signature** | Date |
| *(如申請人未年滿十八歲請填寫此部份Please complete this part if applicant is under age of 18)* |
| *家長/監護人姓名* |  | *電話* |  |
| *Parent/ Guardian’s Name* | *Contact No.* |
|  |
| *家長/監護人簽署* |  | *日期* | *Date* |
| *Parent/ Guardian’s Signature* | *Date* |
|  |
| **申請 \*獲得/不獲 推薦****Recommended / Not Recommended** |
| 單位指揮官姓名 |  | 簽署 |  | 日期 | Date |
| Unit OC’s Name | Signature | Date |
| ***下方部份只供轉調申請事項用，並由轉調新單位指揮官加簽*** ***Below section for transfer application only and sign by new unit OC*** |
|  |
| 單位指揮官姓名 |  | 簽署 |  | 日期 | Date |
| Unit OC’s Name |  | Signature |  | Date |  |

1. **團總部專用**

**Part D. For CHQ use only**

|  |  |
| --- | --- |
| 申請結果 | 申請 \*獲得/不獲 批准Approved / Not Approved |
| Application Result |
|  |
| 總部職員姓名 |  | 簽署 |  | 日期 | Date |
| CHQ Staff’s Name | Sign | Date |