**香港少年領袖團**

**社區服務記錄**

**Hong Kong Adventure Corps – Summary and Record for Provision of Community Services**

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| **第 I 部 服務資料****Part I Service Detail** | **(由總部職員／服務單位填寫)****(Completed by CHQ Staff／Assigned Unit)** |
| 1. 活動名稱及類型

Function Name& Nature: |  |
| (b) 主辦／協辦機構 Organizer／Co-organizer : |  |
| (c) 日期 Date : |  |
| (d) 時間 Time : |  |
| (e) 地點 Venue : |  |
| (f) 聯絡人員 Contact Person : |  | 聯絡電話／電郵 Contact Number／Email |  |
| (g) 估計參加人數 Estimated No. of Participants :  |  |
| (h) 入場限制 Admission :  | 免費入場 Free Admission  | 憑票入場 By Tickets | 其他 Others |  |
| (i) 急救服務 First Aid Coverage : | \*有／沒 |
| (j) 附加資料 Additional Information : |  |

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| **第II部 本團人力及資源調配****Part II HKAC Deployment and Logistic Arrangement** | **(由總部職員填寫)****(Completed by CHQ Staff)** |
| 1. 人力調配 Deployment :
 |  | \*中／分／小隊／組 (約 人) |
| 1. 報到詳情 Details for Reporting Duty :
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| (c) 交通安排 Transportation |  |
| (d) 膳食安排 Meal |  |
| (e) 備註 Remarks: |  |
| (f) 其他 Others : |  |
| (g) 團總部任務統籌人員姓名CHQ Service Co-ordinator’s Name: |  | 日期 Date : |  |
| 團總部CHQ | 電話 Tel: 2792 6486傳真 Fax : 2792 8510 |
| 值日長官Duty Officer | 電話 Tel : 6800 2205 |
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| ( \* 删除不適用者 Delete as appropriate)本社區服務記錄第III部需要於服務完成後三十天內送交團總部任務統籌人員。Part III of this Summary and Record should be returned to CHQ Service Co-ordinator within 30 days after completion of service. |
| **第III部 服務報告****Part III Service Report** | **(由服務單位填寫，如不敷應用，請自行影印)****(Completed by Assigned Unit. Please make copy if space is inadequate.)** |
|  | \*中／分／小隊／組( \* 删除不適用者 )已提供上文所述的服務，動員人力如下：has completed the aforesaid duties with manpower deployed as follows : |
| 序號Serial | 團員編號Corps No | 階級Rank | 英文姓名Name in English | 單位Unit | 服務時數Nos. of Service Hour |
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| 特別事項報吿(若有)Report on special incidents (if any): |
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| 當值指揮官姓名及簽署:Duty Commander’s Name & Signature: |  | 日期:Date: |  |
| 本社區服務記錄需要於服務完成後三十天內送交團總部任務統籌人員存檔。This Service Report should be returned to CHQ Service Co-ordinator within 30 days after completion of services for record. |