**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. 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 | Current | 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 | Current | | (單位) 轉調至 | New |
| 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 |
|  | | | | | | | |
| *#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* |
| ***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.*** | | | | | | | |
|  | | | | | | | |
| **申請 \*獲得/不獲 推薦**  **Recommended / Not Recommended** | | | | | | | |
|  | | | | | | | |
| 中隊指揮官姓名 |  | | 簽署 |  | | 日期 | Date |
| Squadron 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 |

\***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**