|  |  |  |  |
| --- | --- | --- | --- |
| **School Name**  **學校名稱** | (EN 英文)  (CHI 中文) | | |
| **Authorised Person**  **學校授權人士** | (Name姓名)  (Title 職稱) | | |
| **Project Contact Person / Teacher**  **項目聯絡人/老師** | (Name 姓名)  (Title職稱) | | |
| **Contact No. & email**  **聯絡人電話及電郵** | (Tel **電話)**  (Email **電郵)** | | |
| **Project Name**  **項目名稱** | (EN英文)  (CHI中文) | | |
| **Project Duration**  **項目需時** (Suggest complete within a month)  **(**項⽬建議於⼀個⽉內完成**)** | □ 1 Day 一日 | □ 1 Week 一星期 | □ 1 Month 一個月 |
| □\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (請填上，please fill in) | | |
| **Focus Area(s)**  **服務範疇**  (can select more than one item)  (可選多於一項) | □ Donation | □ Brand Awareness | □ Engagement |
| **Target**  **對象** |  | | |
| **Location**  **地區** | □ Territory-wide全港性 □ Schoolwide全校性  □ Specific location(s), please specify指定地區, 請列出: | | |
| **Target No. of Audience Reach** – *Please provide detailed breakdown*  **預期接觸人數 / 受眾 – *請提供細目***   |  |  | | --- | --- | | Types of 預期**接觸**人數 / 受眾種類   1. ***Primary(direct) 直接對象****(e.g. classmate) (如長者、青少年、公眾人士)* 2. ***Secondary(indirect) 間接對象****(e.g. parents, teachers) (如家長、老師)* | Quantity  數量 | | **TOTAL 總數** |  | | | | |
| **Name of Participants組員名稱** (Max. 6 members 最多6人)1. (EN 英文) 2. (EN 英文) 3. (EN 英文)  (CHI 中文) (CHI 中文) (CHI 中文)  4. (EN 英文) 5. (EN 英文) 6. (EN 英文)  (CHI 中文) (CHI 中文) (CHI 中文) | | | |
| **Labour of division 工作分配** (brief description in point form以列點形式簡述) Eg. Name, job, description  1.  2.  3.  4.  5.  6. | | | |
| **Brief Project Objective(s)** *– what do you want to achieve after completion of this project?*  **簡述項目目標 – 希望項目完成能達至的目的?** (brief description in point form以列點形式簡述)  1.  2.  3.  4.  And more…… | | | |
| **Project Innovation and Uniqueness**  **項目的創新性及獨特性** | | | |
| **Programme Details** (includes Strategies and solutions to be adopted, Implementation Plan, and Schedule)  **項目詳情 (包括項目擬採用的策略及方案、執行計劃、時間表)** | | | |
| **Publicity angle for the Project, Publicity Strategies and Channels**  **項目議題的宣傳角度、宣傳計劃及渠道** | | | |
| **Key Performance Indicator(s)**  **具體成效指標**   |  |  |  | | --- | --- | --- | | Expected Outcome  預計成效 | Performance Indicators  成效指標 | Means / Method of Measurement  評估工具 / 方法 | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   *And more…* | | | |
| **Brief Background of Your School**  **學校的背景資料** | | | |
| **Experience / References in relevant service -** *if any*  **過往相關的服務經驗 / 例子分享(如有)** | | | |
| **Additional Information** *– if any that yet cover in the above*  **其他資料(如有)** | | | |
| **Budget Plan (if any)**  計劃預算 (如有) | | | |

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| For Official use: | |
| Ref no: |  |
| Submission date: |  |

END