

2021/22 School Year Home-School Co-operation Grants
Application Form for Change of Approved Activity / Project

Name of School: _____

Name of the Approved Activity / Project: _____

Name of the Proposed Activity / Project: _____

(Please put a ✓ in the appropriate box)

Type 2 Activity 1

Type 2 Activity 2

Type 3 Project

Reason(s) for change of approved activity / project: _____

Objective(s) of the Proposed Activity / Project (if applicable):

- Nurturing students' positive values and life style
- Organising activities to promote the "Happy Kids Charter" and parent education
- Assisting parents to support their children in learning
- Training parents to support the learning activities in schools
- Organising activities related to information technology in education to enhance the involvement of parents in students' learning
- Organising joint activities for parents, students and teachers
- Organising vocational and professional education and training promotion activities
- Others (please specify): _____

Mode of the Proposed Activity / Project:

- Educational Activities (e.g. Seminar, Workshop, Training Course)
- Social Activities (e.g. Parent-child Day, Carnival)
- Outdoor Activities (e.g. Outing, Day Camp)
- Others (please specify): _____

Information of the Proposed Activity / Project (if applicable):

Format: one-off activity a series of activities (No. of Events: _____)

Date: from _____ [DD/MM/YYYY] to _____ [DD/MM/YYYY]

Time: from _____ a.m./p.m. to _____ a.m./p.m.

Venue: inside school
 outside school (please specify): _____
 outside Hong Kong (please specify): _____

Estimated total no. of participants for each event:

Teachers _____ Parents _____ Students _____ Others _____ Total: _____

Method of Evaluation: Questionnaire Interview Group Discussion
 Others (please specify): _____

- The proposed activity / project does not include any estimated expenditure on refreshment and entertainment.
- The proposed activity / project includes estimated expenditure on refreshment and entertainment. Our school / PTA acknowledge and understand the actual expenditure should not exceed 10% of the approved amount.

I / We:

1. understand that prior approval is required for the proposed changes under this application, which would only take effect after the approval from the Education Bureau is obtained, and late application submitted on or after the commencement date of the proposed activity **will not be accepted**;
2. confirm all information provided in this application form is factually correct; and understand that the information provided herewith shall supersede the information of the originally approved activity / project, which is irrevocable once approval is granted;
3. will ensure proper and economic use of the grants. I / We will follow the guiding principles of accounting arrangements in utilising the grants and returning unspent amount; and
4. endeavour to implement the proposed activity / project to take forward home-school co-operation. I / We will complete the School / PTA Home-School Co-operation Activities Evaluation Form after the completion of the proposed activity / project and return it to the Home-School Co-operation Section of the Education Bureau on or before 31 August 2022.

Signature of Supervisor / School Head:

Signature of PTA Chairperson:
(for schools with PTAs only)

School Chop

Date: _____ / _____ / _____

Please submit the duly completed application form to the Home-School Co-operation Section of the Education Bureau by mail.

[Address: Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon.]