



### **Background:**

This is a territory-wide movement launched by the Social Welfare Department, the H.K. Council of Social Service and some non-government organizations in 1998. It aims to achieve the following objectives:

- 1) building a more caring community
- 2) promoting self-fulfillment
- 3) tapping community resources
- 4) enhancing the sense of belonging to H.K.

For details, please surf its official website at <http://www.volunteering-hk.org>

### **Awards System:**

Each volunteer can obtain a volunteer service record book from the assigned issuing organization. The book is to systematically record the service hours contributed by volunteers and helps to acknowledge the work of volunteers and their contribution to society. A **Volunteer Service Certificate** will be given to the individual volunteer who has rendered 50 or above service hours per year.

### **Award Criteria of Volunteer Service Certificate:**

- based on the **annual accumulated no. of service hour** delivered from **1<sup>st</sup> of January to 31<sup>st</sup> of December of each year**. Those who have provided
  - 50 hours of service → Bronze Certificate
  - 100 hours of service → Silver Certificate
  - 200 hours of service → Gold Certificate
- **Recognized service areas** include both *direct and indirect service* but the hours on attending voluntary service training or drills of uniform groups will not be counted as service hours.
- **Direct service** refers to activities such as liaison, planning, organizing, implementing, reviewing, etc.
- **Indirect service** refers to assisting in the daily operation of a service unit/ organization, which commonly include supporting service like clerical work, design, reception, etc.

### **Procedures of Applying the Volunteer Service Certificate:**

- 1) Each student can apply a Volunteer Service Record book through Kamy (School Social Worker) from her Agency (HK Children & Youth Services) for recording your service hours.
- 2) Each volunteer [should take YOUR own responsibility to record down each volunteer program properly \(i.e. name of service, date/period, service hours\) and check the service records regularly](#). You could request the responsible social workers or pertinent teachers to sign their names when you have completed the service. The service unit concerned should affix its official hop on the page to certify the service hours.
- 3) By [the end of Autumn Term \(mid-December of each year\)](#), [you MUST submit your record book to the school social worker for application of the Service Award if you have enough service hours \(50 hours or above\)](#). [Anyone who fails to submit the book on time, his /her application for service award WILL NOT be accepted.](#)

Prepared by: Ms. Kamy Yeung  
(School Social Worker, H.K. Children & Youth Services)