

Scout Association of Hong Kong Scout Foundation Fund for the Aged Project Report

Region / Branch: _____ District: _____ Group: _____

Person-in-charge of the Project: _____ (* ☐ Mr / ☐ Ms / ☐ Mrs)

Scout Position: _____

Telephone No.: (1) _____ (2) _____ Fax No.: _____

Email : _____ Reimbursement Requested: _____

* Please select an appropriate box

A. Project Information

1. Name of Project:

2. Targeted Group:

3. No. of Participants:

No. of Staff: _____ Youth Members; _____ Leaders; Others (Please sprcify) _____

No. of Elders Benefited: _____

No. of Elders x No. of Activities: _____

4. Project Schedule:

Date of Project: _____

Date	Venue	Activity

5. Evaluation:

6. Suggestions:

B. Income and Expenditure

Income		Expenses		Reimbursement amount
Item	Amount	Item	Amount	(for Office Use only)
Enrollment fee		Gifts to elderly (Please provide details in Section C)		
Other income (Please specify)		Refreshments for the elderly (Please provide details in Section C)		
		Meals for the elderly		
		Transportation for the elderly		
		Transportation for Scout units		
		Meal allowance for Scout units Maximum HK\$55 per Scout member HK\$ X Scout members (for activity more than 4 hours)		
		Consumable items (eg household cleaning supplies) (Please provide details in Section C)		
		Others (Please provide details in Section C)		
Total Income(A):		Total Expenses (B):		
		Reimbursement Requested (B-A):		

Subsidy will be deposited directly into the bank account of the Scout unit (personal accounts are not accepted). Please fill in the following account information:

Name of Bank: _____

Bank Account Name: _____

Bank Account Number: _____

Applicant's Signature: _____

Branch/Region/District Commissioner/Group Scout Leader's Signature: _____

(Name: _____)

(Name: _____)

Branch/Region/District /Group Stamp: _____

Date: _____

Please submit this report together with the original invoices & receipts of those expenditure applying for subsidy to Development Branch, Scout Association of Hong Kong, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon within one month upon the completion of the project. Please also submit the list of participants and 4 to 8 photos of the project (including group photo and photo with the beneficiary) online. Late submission will not be considered.

The personal data and other related information provided in the report will be used by the Association for dealing with the application for this subsidy and other related purposes. The provision of personal data and other related information by means of the application form is voluntary. However, we may not be able to process the reimbursement if no accurate or adequate data is provided.

C. Details of Expense Items

Gifts to the elderly			
Item description	Quantity	Unit Price	Sub-total
Total			

Consumable items (eg household cleaning supplies)			
Item description	Quantity	Unit Price	Sub-total
Total			

Refreshments for the elderly			
Item description	Quantity	Unit Price	Sub-total
Total			

Others (Please specify)			
Item description	Quantity	Unit Price	Sub-total
Total			