

香港童軍總會
Scout Association of Hong Kong
國際署
International Branch

Ref No.: _____

海外探訪／活動申請表格（單位申請）
UNIT APPLICATION FOR OVERSEAS VISIT/ACTIVITY

申請單位 Unit	擬探訪國家／地區 Country/Region to be visited		
活動日期 Duration	由 From	至 to	
人 數 No of Participants	領 袖 Leaders	青少年成員 Youth Members	同行者 Accompanying Persons
(^例如：家長、會務委員等 eg. Parents, Lay Members, etc)			
目的 Purpose			
(請夾附活動建議書 Please attach activity proposal)			
#要求協助 Assistance Requested			
(#參加者應自行安排遊覽、食、宿等事宜 Tour, boarding or lodging should be arranged by participant)			

領 隊 姓 名 Team Leader	Name of		
姓 名	Surname	Other Names	
職 位 Position	完成最高木章系統訓練 Highest Level of Wood Badge Training Completed		
(領隊應為木章持有人，或最少完成基本在職訓練之領袖 The Team Leader should be a Wood Badge Holder, or at least a leader who has completed the Basic In-Service Training)			
聯絡地址 Correspondence Address			
電話 Tel No.	手提 Mobile No.		
電郵 Email			
日期 Date	簽署 Signature		

由區總監或助理香港總監推薦。 Recommended by District Commissioner or Assistant Chief Commissioner.			
姓 名 Name	簽署 Signature		
姓 Surname 名 Other Names			
職 位 Position	*DC / ACC ()	日期 Date	

用 冊 處 總 FOR OFFICE USE	申請 Application is ☐ 獲接納 Accepted ☐ 不獲接納 Not Accepted		
	申請不獲接納之原因： Reasons for not being accepted:		
	日期 Date 簽署 Signature		
助理香港總監（國際） Assistant Chief Commissioner (International)			

* 請刪去不適用者。 Please delete whichever inapplicable.

備註：申請表格內填報的個人及其他有關資料，只供本會處理本申請及有關用途。在表格內提供的個人及其他有關資料純屬自願。然而，如果沒有正確或足夠的資料，本會可能無法處理有關的申請。在一般情況下，申請表將於活動完成後 6 個月銷毀。

Remark: The personal data and other related information provided in the application form will be used by the Association for dealing with this application 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 application if no accurate or adequate data is provided. Application forms will normally be destroyed 6 months after completion of the activity.

填表須知 Guidance Notes

1. 童軍成員及童軍單位欲以香港童軍名義參與實體海外交流、探訪、訓練或活動（海外活動）時，應參閱「海外探訪／活動及接待海外單位政策」（政策通告第 07/2022 號）。
Scout members and units who intend to participate physically in overseas exchange, visit, training or activity should follow the “Policy on Holding Overseas Visit / Activity and Receiving Overseas Unit” (Policy Circular No. 07/2022).
2. **童軍單位**參與實體海外交流、探訪、訓練或活動（海外活動）時，應填寫「海外探訪／活動申請表格（單位申請）」(IL/5A) 申請批准。
Scout units who intend to participate physically in overseas exchange, visit, training or activity should complete Form “Unit Application for Overseas Visit / Activity” (IL/5A).
3. 已填妥之表格正本連同所需文件須於**出發前 1 個月**交國際署辦理。
The completed form in original copy and supporting documents should reach International Branch **at least 1 month prior to the date of departure**.
4. 如多於一個童軍單位舉辦的聯合海外活動，則每個童軍單位須遞交一份表格。
If activity is to be co-organized by different units, each unit should submit their own application form.
5. 表格 IL/5A 應夾附活動建議書，內容包括活動目的、日期、行程、對象及預計參加人數。
Form IL/5A should be submitted with an activity proposal which includes objectives, proposed dates of activities, itinerary, target participants and estimated number of participants.
6. 領隊應為木章持有人，或最少完成基本在職訓練之領袖。
The Team Leader should be a Wood Badge Holder, or at least a leader who has completed the Basic In-Service Training.
7. 如有女性青少年成員參與該海外活動，必須要有女性領袖同行照顧。
If there are any female youth members participating in the overseas visit / activity, there must be female leaders joining the activity.
8. 童軍旅的申請須先獲得區總監推薦，而童軍區或其他單位的申請則須先獲得有關助理香港總監推薦。
Applications of Scout Groups should be recommended by the respective District Commissioners. Applications of Districts and other units should be recommended by the respective Assistant Chief Commissioners.
9. 國際署發出「原則性批准書」後，申請單位方可開始籌備活動及招募。
After collecting the “Notification of Approval-in-Principle” from International Branch, the unit concerned may proceed to activity preparation and recruitment.
10. 單位需於**出發前至少 2 星期**提交以下文件至國際署：
Units should submit the following documents to International Branch **at least 2 weeks** before departure:
 - ☐ 一份完整的參加者名單，包括參加者性別、年齡、童軍職位、緊急聯絡人姓名及電話；
A complete participant list, with gender, age, Scout post, emergency contact person and contact number;
 - ☐ 活動行程；
Itinerary;
 - ☐ 已簽妥之「參加海外交流活動／探訪 - 代表團成員／國際服務隊成員守則」(IL/3)正本，每位參加者需填寫一份；
Original copy of the completed Form “Participating in Overseas Activity / Visit - Rules for Contingent Members / International Service Team” (IL/3), one for each participant;
 - ☐ 活動通告（如有）；
Circular, if any;
 - ☐ 由海外童軍單位發出的邀請信（如有）及當地童軍成員之聯絡資料。
Invitation letter issued by overseas Scout unit, if any, with contact information of overseas Scout member.
11. 收妥所有文件後，國際署會發出「批准書」。
Upon receipt of all documents, International Branch will issue the “Letter of Approval”.
12. 如擬修改有關活動內容或取消該活動，請盡快以書面通知國際署。
If there are any changes or if the activity is cancelled after the submission of application form, the unit concerned should inform International Branch in writing as soon as possible.