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| **Application Form for NGO Organizational Health Assessment**  **「NGO 機構健康評估」報名表格**  **Online Platform**  **網上問卷平台** |
| Please read the application guideline in page 3-4.  Further details can be obtained in <https://institute.hkcss.org.hk/zh-hk/models-and-tools/ngo-organizational-health-assessment>  請閱讀第三至四頁「報名須知」。  如需更多資訊，可瀏覽 https://institute.hkcss.org.hk/en/models-and-tools/ngo-organizational-health-assessment  Please fill in this form in BLOCK LETTERS. 請以正楷填寫此表格。 |

**Organizational Particulars 機構資料**

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| --- | --- | --- | --- | --- | --- | --- |
| Organization Name (English) 機構英文名稱 | | |  | | | |
| Organization Name (Chinese) 機構中文名稱 | | |  | | | |
| Correspondence Address通訊地址 | | |  | | | |
|  | | |  | | | |
| Agency Members of HKCSS?  是否社聯機構會員? | Yes 是  No 否 | | | SWD Subvented Organizations  社署津助機構名單 | Yes 是  No 否 | |
| Number of Full Time Staff  全職員工人數 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Numbers of Full Time Staff Answering Questionnaire  目標填寫問卷的全職員工人數 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Do You Need Advance Report?  是否需要升級版報告 | Yes 是  No 否 | | | Expected Starting Date  預計開始日期 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| Details for Participating in OHA 參與機構健康評估的細節 | | | | | | |
| Job Level of Participating Staff  預期參與員工的職級 | | Frontline and Support Staff 前線及支援員工 | | | |  |
| Frontline Professionals 前線專業職系 | | | |  |
| Management 管理層 | | | |  |
| Senior Management 高級管理層 | | | |  |
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|  | | | | | | |
| Service Types of Participating Staff  預期參與員工的服務類別 | | Children and Youth Services 兒童及青少年服務 | | | |  |
| Elderly Services 長者服務 | | | |  |
| Family Services 家庭服務 | | | |  |
| Community Services 社區服務 | | | |  |
| Rehabilitation Services 復康服務 | | | |  |
| Social Enterprises Services 社會企業服務 | | | |  |
| Central Administration 中央行政 | | | |  |
| Others, Please Provide Details 其他，請列明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

**Organizational Particulars (Cont.) 機構資料 (續)**

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| Information of Contact Person 聯絡人資料 | | | |
| Contact Person (English)  聯絡人姓名 (英文) |  | Contact Person (Chinese)  聯絡人姓名 (中文) |  |
| Job Title職位 |  | Contact No聯絡電話 |  |
| E-mail電郵 |  | | |
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| Information of Administrator (if not the same as contact person) 問卷平台執行人資料 (如與聯絡人不同) | | | |
| Administrator (English)  問卷平台執行人 (英文) |  | Administrator (Chinese)  問卷平台執行人 (中文) |  |
| Job Title職位 |  | Contact No聯絡電話 |  |
| E-mail電郵 |  | | |

**Declarations 聲明**

1. I declare that all information given in this application form is, to my best knowledge, accurate and complete.

本人聲明本報名表格之所載資料， 依本人所知，均屬完整及正確。

1. I have noted, understood and agreed the content of the “Application Guidelines”.

本人已細閱、明白並同意「報名須知」的全部內容。

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| **Enquiry 查詢** | | |
| **Tel電話** | : | **2876 2470 / 2864 2972** |
| **Fax 傳真** | : | **2876 2485** |
| **E-mail電郵** | **:** | [**ngooha@hkcss.org.hk**](mailto:ngooha@hkcss.org.hk/) |

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| Signature with Organization Chop  簽署及機構印章 |  | Date  日期 |  |

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| **Application Guidelines 報名須知** |

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| 1 | Application Eligibility:   * Only for non-profit organizations. * Each participating organization should have at least 50 or more full-time staff. A minimum number of 50 responses from each participating organization are also required for the survey. * Organizations who have participated in OHA before can only make a new registration one year after the last registration.   參與資格如下：   * 只限非牟利機構。 * 機構全職員工人數需為50人或以上，而實際填寫問卷人數亦需為50人或以上。 * 機構如曾經參與OHA，則需在上次報名日期的1年後才能再登記參與。 |
| 2 | Application Fees:   |  |  | | --- | --- | | HKCSS Agency Members | * Participation and registration of the survey are free of charge. As part of the package, each participating agency member will obtain a standard report. Course tuitions and advance report fees, however, are not included. * The participation fee for advance report is HK$ 3,000 (for organizations with 500 staff members or less); Organizations with 501-1,000 staff members is HK$ 4,000; Organizations with more than 1,000 staff members is to be further negotiated. | | Non-HKCSS Agency Members | * Service for standard report is not provided. * Participation fee for advance report is HK$ 6,000 (for organizations with 500 staff members or less); Organizations with 501-1,000 staff members is HK$ 8,000; Organizations with more than 1,000 staff members is to be further negotiated. Course tuitions, however, are not included. |   報名費用：   |  |  | | --- | --- | | 社聯機構會員： | * 參與及登記的費用全免，可獲標準版報告，但不包括課程學費及升級版報告的費用。 * 如需要升級版報告，參與費用為HK$3,000 (只限500人或以下機構)、501-1,000人費用為HK$4,000、1,000人以上費用另議。 | | 非社聯機構會員： | * 不設標準版報告。 * 如需要升級版報告，參與費用為HK$6,000 (只限500人或以下機構)、501-1,000人費用為HK$8,000、1,000人以上費用另議。但不包括課程學費。 | |
| 3 | Application result will be notified through email. Please contact us if you do not receive any notification 15 days after application (Tel: 2876 2470).  申請結果將經電郵通知。申請者若在報名後15日內仍未收到任何通知，請與HKCSS Institute聯絡 (電話：2876 2470)。 |
| 4 | Once application is accepted, HKCSS Institute will issue an invoice (if applicable) to the organization. Please settle the fees with a crossed cheque payable to “The Hong Kong Council of Social Service”.  當申請獲得確認後，HKCSS Institute 將會發出付款通知(如適用)予機構，請以「香港社會服務聯會」抬頭之劃線支票付款。 |
| 5 | The schedule of using online OHA platform shall be discussed between HKCSS Institute and the organization.  使用機構健康評估問卷平台的時間表視乎HKCSS Institute與機構之間的協商。 |
| 6 | An account for the online OHA platform will be created by HKCSS for each participating organization. Questionnaires will be released via the platform and participating staff are expected to complete the questionnaires within a designated period of time.  HKCSS Institute將為參與機構設立網上問卷平台的帳戶，用於發放問卷，機構的員工需於指定時間內完成。 |

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| **Application Guidelines (Cont.) 報名須知 (續)** |

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| 7 | The contact person or administrator stated in this application form shall participate in 2 workshops, with a total of 8 hours (or other arrangement agreed by HKCSS Institute), before using online OHA platform.  Session 1: Induction to NGO Organizational Health for Sustainability  Session 2: NGO Organizational Health and the Administration of OHA Tool  報名表格上所填寫的聯絡人或問卷平台執行人需參與2節合共8小時的工作坊(或其他HKCSS Institute同意的安排)，方可使用機構健康評估問卷平台。  課程一：NGO機構健康基礎與可持續發展  課程二：NGO機構健康及評估工具的應用 |
| 8 | Fees paid (if applicable) are not refundable for withdrawal or absence from NGO Organizational Health Assessment.  如機構退出或缺席機構健康評估，已繳交之費用(如適用)將不獲退還。 |
| 9 | HKCSS Institute reserves the right to make any changes to the online OHA platform. The participating organization will be notified such amendment via email. Refund of fees will be arranged (if applicable).  HKCSS Institute 保留權利變更問卷平台的內容及安排，並透過電郵通知申請機構及安排退款(如適用)。 |
| 10 | The data collected from online OHA platform belongs to HKCSS Institute. HKCSS Institute reserves the right to use the data for analysis, and the right to use and publish the aggregate result thus generated. HKCSS Institute will not disclose the results of individual organization unless receiving written consensus from that organization.  使用網上問卷平台所得之數據屬HKCSS Institute所擁有。HKCSS Institute保留權利使用所得之數據作分析之用，以及使用和公開因而經整合的數據。除非獲得機構的書面同意，HKCSS Institute 不會公開個別機構之資料。 |
| 11 | An account will be created by HKCSS Institute in the online OHA platform according to the personal data provided in this application form. The information is used by HKCSS Institute only for enrolment and administration purposes. Under the provision of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and make correction of their personal data. Applicants wishing to make amendments on personal data should submit written requests to HKCSS Institute via email [ngooha@hkcss.org.hk](mailto:ngooha@hkcss.org.hk)  HKCSS Institute 會根據申請者於報名表所提交的資料在網上問卷平台開設戶口，有關資料只用作處理報名及行政手續等相關事宜。根據個人資料（私隱）條例，申請者有權查詢及更改其個人資料。申請者如欲更改個人資料，請以書面方式提出申請，並電郵至 [ngooha@hkcss.org.hk](mailto:ngooha@hkcss.org.hk) |