

機構會員會籍申請注意事項 Application for Agency Membership Notice

- 機構會員：凡宗旨與目標與本會之宗旨與目標一致、同時以確實提供直接**社會服務***以滿足社會需求，作為其主要工作之社會服務機構。
- Agency Members：Social service organizations whose aims and objects are in harmony with those of the Council, and providing as their primary function bona fide direct **social services*** which meet the needs of the community.

申請資格 Eligibility Criteria

根據香港社會服務聯會章程第十五條，申請為機構會員的機構須具備下列資格：

- 一. 須為本港獨立法人或信託法團或註冊社團；
- 二. 須為《稅務條例》第 88 條獲豁免繳稅之慈善團體；
- 三. 開辦至少兩年；
- 四. 須擁有公司章程或類似的註冊文件；
- 五. 須向本會提供機構的年報及核數報告或經核證的周年收支帳目；
- 六. 必須遵守本會執行委員會不時修訂的其他條件。

According to Clause 15 of the Constitution of The Hong Kong Council of Social Service, an organization that wishes to apply for Agency Membership must:

1. be an independent legal entity or trust corporation or registered society in Hong Kong;
2. be a charitable body exempt from tax under Section 88 of the Inland Revenue Ordinance;
3. have been in operation for a period of at least two years;
4. possess a Constitution or similar document of registration;
5. make available to the Council its Annual Reports and Audited Accounts or certified accounts of annual incomes and expenditures;
6. comply with such other conditions as may be prescribed by the Executive Committee of the Council from time to time.

申請程序 Application Procedure

- 一. 填妥申請表格及邀請有效機構會員之正式代表為動議人及和議人；
 - 二. 將申請表格及所需文件寄回或派員送交香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 14 樓
香港社會服務聯會 會員聯繫及服務組；
 - 三. 本會於申請機構提供全部所需資料後才開始評審程序；
 - 四. 為增進對申請機構的認識，本會將安排兩次會面，首次是與職員會面，第二次是與會籍申請評審委員會面。
於進行上述兩次會面時，機構的董事局主席（或委派負有類近職能的董事局成員為代表）及機構主管必須出席；
 - 五. 會籍申請評審報告將提交本會的執行委員會考慮，執行委員會所出的決定為最終決定；
 - 六. 一般而言，評審工作需要四至六個月的時間，並可能因應會期編排而有調節。
1. Complete the Application Form and invite the official representatives of other Agency Members for the nomination of membership application;
 2. Send the Application Form with the required application documents to Sector and Membership Liaison & Service, The Hong Kong Council of Social Service, 14/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong ;
 3. An application will be processed only after all necessary information is obtained from the agency applicant;
 4. For a better understanding of the agency applicant, two meetings will be arranged. Officers of the Council will have a meeting with the agency, followed by a meeting between the Assessment Committee for Membership Application and agency representatives. **The chairperson of the board (or represented by a board member bearing similar roles) and the head of agency must be present during two meetings;**
 5. Assessment reports will be submitted to the Executive Committee of the Council for consideration. The decision made by the Executive Committee shall be final;
 6. Generally, it may take 4 to 6 months for completing the whole screening process, depending on the schedule of meeting of concerned committees.

申請所需文件 Required Documents

請提交以下有關申請文件之副本

- ☐ 機構登記或豁免登記證明書
- ☐ 稅務局根據《稅務條例》第 88 條發出的慈善團體豁免繳稅確認信函
- ☐ 機構之會章或公司章程
- ☐ 最新的機構年報(最近兩年)
- ☐ 年度收支核數報告或經確認的收支帳目(最近兩年)
- ☐ 機構組織圖
- ☐ 機構董事會/執行委員會成員名單及個別成員的簡介(例如教育背景、職業、於社會服務界的經驗及參與等)

Please submit copies of the following supporting documents

- ☐ Certificate(s) of Organization's registration / exemption of registration
- ☐ Letter issued by Inland Revenue Department to tax-exempt charities in accordance with Section 88 of Inland Revenue Ordinance
- ☐ Constitution of Society or Articles of Association
- ☐ Latest Annual Reports (recent two years)
- ☐ Annual Audited Accounts or Certified Accounts (recent two years)
- ☐ Organization Chart
- ☐ Names of Members of Management Board/Executive Committee of the Organization with a brief introduction to each Members (such as education background, profession, experience and participation in social service, etc.).

#香港社會服務聯會對「社會服務」的定義 #Definition of "Social Services" adopted by HKCSS

社會服務是以「優質照顧，全人發展」為宗旨，為社會人士提供高質素的福利及公共服務；並透過鼓勵參與，發掘個人潛能及能力，以提昇不同群體包括幼兒、兒童、青少年、長者、殘疾人士、家庭及不同類別群體的全人發展，使他們有豐盛的人生，促進家庭功能，建立合適的社會環境。

社會服務的範圍包括：

- 提供適切的照顧、輔導及發展機會。
- 協助殘疾人士在身體機能、心智及社交能力上的發展，並締造一個有利的環境協助他們積極融入社區生活。
- 照顧不同群體各方面的需要，讓他們安享富有尊嚴及愉快的生活。
- 為家庭成員提供輔導服務，並推展社區教育。
- 加強社會人士對弱勢社群、小眾群體及特別需要群體的認識及接納，使他們能融入社群。
- 一些提供公共服務或類似於公共服務的例如住宿服務及社康醫療服務等等。
- 促進社會政策及環境的改善，消除社會歧視及不平等。

社會服務的介入手法包括：

- 可分為不同形式的治療及輔導、小組工作、社區工作、政策制定和分析、及倡議。

The objects of Social Services shall embrace the spirit of "quality care for whole-person development", which aims at providing high quality welfare and public services to the needy. Through encouragement of participations, social services should help develop potentials and enhance capabilities of each member in their service target groups, including children and youth, elderly, people with disabilities, families, disadvantaged and minority groups with special needs. Through services catered for their needs, service users and beneficiaries shall enjoy a richer and fuller life, families shall function more effectively, and the community shall be more adaptable for the well-being of mankind.

Scope of Social Services:

- Providing care and guidance that are geared to genuine needs, as well as opportunities for further development.
- Helping people with disabilities to develop capabilities in all aspects, i.e. physically, mentally, psychologically and socially, in addition to creating a favourable environment that enable them to actively integrate into the community.
- Meeting the needs of groups that require special cares so that they can live an enjoyable life with dignity
- Providing counselling service to families and members of clients' families, along with promoting community education.
- Enhancing public understanding and acceptance of underprivileged and minority groups, as well as people that need special care, so as to facilitate their integration into the community.
- Delivering public services or facilities alike such as residential services, community health and medical services.
- Striving for improvement of social policies and of the environment for eliminating social discrimination and inequality.

Modes of Intervention of Social Services

- Different types and approaches of treatments, counselling and guidance services, group work, community work, together with formulation, analysis, and advocacy of policies.

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Agency Membership Application Form

- (中文 in Chinese) : _____
- (英文 in English) : _____

- (中文 in Chinese) : _____
- (英文 in English) : _____

電話號碼 Tel No. : 傳真號碼 Fax No :

電郵地址	機構網址
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E-mail Address : Agency Website :

聯絡人姓名: 聯絡人職位:

Name of Contact Person: _____ Title of Contact Person: _____

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- 姓名 Name : _____
(中文 in Chinese) (英文 in English) : _____

職位 Post :

(中文 in Chinese) _____ (英文 in English) : _____

傳真號碼

電話號碼 Tel No. : _____ Fax No : _____

- 姓名 Name : _____
(中文 in Chinese) (英文 in English) : _____

職位 Post : _____

(中文 in Chinese) _____ (英文 in English) : _____

傳真號碼

電話號碼 Tel No. : _____ Fax No : _____

電郵地址 E-mail Address :

6. 經費來源 (根據最近一個完整的財政年度)

Funding Source (Based on the most recent complete financial year)

	(用☑表示 please☑)	(~%)
勞工及福利局 Labour and Welfare Bureau	<input type="checkbox"/>	()
民政事務局 Home Affairs Bureau	<input type="checkbox"/>	()
社會福利署 Social Welfare Department	<input type="checkbox"/>	()
香港公益金 The Community Chest of Hong Kong	<input type="checkbox"/>	()
香港賽馬會慈善信託基金 The Hong Kong Jockey Club Charities Trust	<input type="checkbox"/>	()
區議會撥款 District Council Funds	<input type="checkbox"/>	()
企業/家族基金 Corporate/ Family Foundation	<input type="checkbox"/>	()
公眾/個人捐款 Public/ Individual Donation	<input type="checkbox"/>	()
其他來源 Other Sources	<input type="checkbox"/>	()

7. 請簡明扼要介紹機構最近 6 個月提供的直接社會服務，包括服務類型/性質、內容/描述、運作模式及服務地域。

Please provide a brief and concise introduction of the direct social service(s) currently provided by the Applicant Organization within the last 6 months, including types/ nature of services, services content/ description, operation mode and service area, etc.

服務類型/性質 Types /Nature of services	服務內容/描述 Services Content/ Description	運作模式 Operation Mode (用☑表示 please☑)	服務地域 Service area (用☑表示 please☑)
		<input type="checkbox"/> 恆常服務 Regular Service <input type="checkbox"/> 單次服務 One-off Service	<input type="checkbox"/> 本地 Local <input type="checkbox"/> 非本地 Non-local
		<input type="checkbox"/> 恆常服務 Regular Service <input type="checkbox"/> 單次服務 One-off Service	<input type="checkbox"/> 本地 Local <input type="checkbox"/> 非本地 Non-local
		<input type="checkbox"/> 恆常服務 Regular Service <input type="checkbox"/> 單次服務 One-off Service	<input type="checkbox"/> 本地 Local <input type="checkbox"/> 非本地 Non-local
		<input type="checkbox"/> 恆常服務 Regular Service <input type="checkbox"/> 單次服務 One-off Service	<input type="checkbox"/> 本地 Local <input type="checkbox"/> 非本地 Non-local
		<input type="checkbox"/> 恆常服務 Regular Service <input type="checkbox"/> 單次服務 One-off Service	<input type="checkbox"/> 本地 Local <input type="checkbox"/> 非本地 Non-local

如有需要，請另紙書寫。

Please attach additional sheets if necessary.

8. 請簡介機構的服務/活動/計劃對受惠者及/或對社會之裨益。

(如有使用特定的成效評估工具或曾作出質性/量性研究，均可在此作出簡介)

Please describe the benefits of the organization's services/events/projects to the beneficiaries and/ or to the society.

(If it is evaluated by a particular tool or assessed by qualitative/ quantitative study, please provide a brief introduction)

9. 請簡述機構未來計劃及發展以展示機構的可持續性及創新思維。

Please describe the future plans and development which could reflect the sustainability and innovation of the organization.

10. 現時機構受薪員工人數及職位 (如有需要，請用另紙書寫)

Number of paid staff and their positions in organization at present (Please attach additional sheets if necessary)

職位 Position	受薪員工人數 Number of paid staff

11. 申請成為香港社會服務聯會機構會員的原因

Reasons for Application for Agency Membership of The Hong Kong Council of Social Service

12. 推薦者 (請參閱申請程序第一項)

Nomination (Please refer to item 1 of the Application Procedures)

I. 提名人 **Proposer**

本人乃 (機構名稱)

的機構正式代表，謹此提議香港社會服務聯會接納申請機構為機構會員。

The undersigned, official representative of

(Name of Agency)

proposes the agency applicant to be granted Agency Membership of The Hong Kong Council of Social Service.

本機構與申請機構過往的合作經驗

Our past collaboration experience with the agency applicant

本機構推薦申請機構成為社聯機構會員的原因

The reason(s) why we nominate the agency applicant to become an Agency Member of the Council

提名人 (機構會員的正式代表)

Proposer (Official Representative of Agency Member)

提名機構蓋印 Chop of Proposing Agency

簽署 Signature

日期 Date

姓名(請用正楷) Name in block letters

II. 和議人 Seconded

本人乃 (機構名稱) _____

的機構正式代表，謹此和議支持申請機構成為香港社會服務聯會的機構會員。

Seconded by the undersigned, official representative of
(Name of Agency) _____

supports the agency applicant's application for Agency Membership of The Hong Kong Council of Social Service.

本機構與申請機構過往的合作經驗

Our past collaboration experience with the agency applicant

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本機構和議支持申請機構成為社聯機構會員的原因

The reason(s) why we support the agency applicant to become an Agency Member of the Council

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和議人 (機構會員的正式代表)

Seconded (Official Representative of Agency Member)

和議機構蓋印 Chop of Seconding Agency

簽署 Signature

日期 Date

姓名(請用正楷) Name in block letters

聲明 Declaration (董事局主席或機構主管簽署 Signed by Chairperson of Board or Head of Organization)

本人已閱讀《香港社會服務聯會章程》、《會籍管理政策》(www.hkcss.org.hk)及本表格的〈個人資料使用聲明〉。如本機構獲接納成為香港社會服務聯會機構會員，謹同意遵守上述章程及政策所載的各項條文。

I, the undersigned, have read the [Constitution of The Hong Kong Council of Social Service](#), [the Policy on Membership Management](#) (www.hkcss.org.hk) and the Statement on Use of Personal Data set out on this application form. I hereby agree to comply with all the requirements stipulated in the said Constitution and Policy should Agency Membership of the Council be granted to our organization.

簽署 Signature

機構蓋印 Agency Chop

姓名(請用正楷) Name in block letters

日期 Date

職位 Position in Agency

個人資料使用聲明

香港社會服務聯會(「本會」)盡力遵守及執行《個人資料(私隱)條例》中所列載的規定，確保儲存的個人私隱及個人資料處理得到充份保護，準確無誤及妥善儲存。為確保你能充分了解向本會提供個人資料的準則，請細閱本<個人資料使用聲明>。

收集資料目的及使用準則

1. 本會收集貴機構的個人資料，只用以處理貴機構的入會申請，以及獲接納入會後的會籍管理事宜。
2. 本會將依照在收集資料時所說明之目的去使用貴機構提供的個人資料。
3. 向本會提供個人資料純屬自願，如貴機構未能提供足夠個人資料，本會可能無法有效處理貴機構的申請。
4. 本會可能使用貴機構提供的聯絡人的個人資料(包括姓名、職位、電話、傳真、電郵、郵寄地址、所屬機構名稱)，以便本會與貴機構通訊。

查閱及更新個人資料及申請停止使用個人資料作推廣之用途

除了《個人資料(私隱)條例》規定的豁免範圍外，貴機構有權就本會備存有關貴機構代表及相關服務聯絡人的個人資料作出查閱、更改及提出停止使用有關的個人資料作推廣用途的要求，但已達成使用目的後而刪除的個人資料除外。

Statement on Use of Personal Data

The Hong Kong Council of Social Service ("Council") undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To ensure you are well informed of the personal data as collected, please read this Statement with care.

Purpose of Collection and Guideline for Use of Personal Data

1. Provision of personal data is for processing membership application and for business related to membership management upon admission to the Council.
2. The Council will use personal data collected from data subject for the purposes for which it was collected.
3. To provide personal data to the Council is on a voluntary basis. If your agency does not provide sufficient personal data required for related purposes, the Council may not be able to process your agency's application.
4. The Council may use the personal data of contact person provided by your agency (including name, position, telephone number, fax number, email, mailing address, name of organization) for the purposes of providing your agency with information of the Council.

Access to and Correction of Personal Data and Request for cessation of using Personal Data for Promotion Purposes

Apart from the exemptions provided under the Personal Data (Privacy) Ordinance, your agency is entitled to access and correct the personal data of your official representatives and contact persons of services held by the Council, and request the Council to cease to use the personal data of your official representatives and contact persons of services for promotion purposes. However, it will not include the personal data deleted after the achievement of the purpose.