THE HONG KONG COUNCIL OF SOCIAL SERVICE

2011 Best Practice Awards in Social Welfare

Guidelines on Report Writing

1. **Please submit your report on or before 29ᵗʰ April 2011**

2. Please prepare your report using Microsoft Word and save in the format of *.rtf   Font size of not less than 12 and line height be set as 20 are suggested.   Please provide reference for all quotations in the report.

3. The hard copy of the report should be sent to the Hong Kong Council of Social Service, Room 1210B, 12/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong.   The soft copy of the report should be e-mailed to : franki.wong@hkcss.org.hk

4. All submitted report and enclosures will not be returned.

5. Content of the report:

    The report should consist of 3 parts:

    Part 1 (1 page)

    Information on Participating Agency & Contact Person
    ● Name of agency
    ● Name of service unit
    ● Name of contact person
    ● Correspondence address
    ● Tel No., Fax No. & E-mail address

    Theme of the award to be joined
    Please indicate whether the entry submitted is:
    ● Thematic
    ● Non-thematic

    Part 2 (not more than 2 pages of A4 size paper)

    ● Summary of the report

<u>Part 3 (not more than 16 pages of A4 size paper)</u>

<u>Information on the Service/Project:</u>
- Name of the Service/Project

- Service/project period (*from which month/year to which month/year)* and duration (*number of months)*

- Target group

- Objectives & expected outcome

- The rationale, work approach and the contents of the service/project

- Outcome achieved
  - to what extent is the expected outcome achieved
  - evaluation method and outcome measurement tools
  - to what extent is the long term impact & sustainability achieved

- Critical success factors; clear analysis and record of the key elements/ special features of the service/ project which contribute to the successful achievement of the outcome

- Assessment of the cost-effectiveness of the project
  - please give information on the manpower, financial and community input

- Future applicability of the practice
  - how to apply the practice in future social work service and its reference value

- Synergy of multi-disciplinary / cross-service cooperation

- Difficulties encountered and recommendations

- Photo & CD Rom are welcome but as reference purpose only

<u>Remarks :</u>
- **Should there be copyright issues or disclosure of personal information in the report, the agency should be responsible for seeking the consent of the concerned parties.**