

Volunteer Award is based on the level of service participation in terms of hours of volunteer work to encourage the individual. When accumulated to **50, 100, 200, 300, 500, 1000** service hours, a Certificate of Appreciation would be issued. The Certificate of Appreciation will be presented to the volunteer at the Annual General Meeting. Please complete and submit volunteer hours to (info@ewb.hk) prior to end September every year so that our records can be updated for consideration.

Volunteer service hours calculation commence date: . 1OCT2012

Volunteer service hour calculation guideline

- Preparation/review meetings – actual meeting time.
- Service activities, including preparation work prior to the service, actual service and post service review/venue cleaning and reinstatement (if the activity is local residential or involves mainland or overseas trip, service hours are calculated based on actual time and cap at 12 hours)
- Traveling time is not included.
- The organization reserve the right to interpret how the service hours should be calculated.

義工嘉許制度將以個人參與義務工作之服務時數作獎勵，當服務時累積達50, 100, 200, 300, 500, 1000 小時可獲發嘉許證書。嘉許證書將於每年的周年會員大會頒發。每年義工服務記錄收集日期為 9 月，請有意在該年申請嘉許證書的義工在每年9 月底前把義工服務記錄發送至本會 (info@ewb.hk) 以作審批。

服務時間計算生效日期: 2012 年10 月1 日

服務時間計算準則:

- 籌備/檢討會議 - 實際會議時間。
- 服務活動 - 包括服務前的準備工作, 實際服務及事後檢討/清理場地所需的時間(如涉及本地住宿、內地和海外工作, 每人每日的服務時間以實際服務時間，或最多12 小時計算)。
- 交通時間不應計算在內。
- 本會有服務時數最終計算之決定權。

Engineers Without Borders (Hong Kong)

無國界工程師(香港)

Volunteer Award Scheme

工嘉許計劃

Volunteer Service Record

義工服務記錄

Volunteer Name 義工姓名: _____

Date Joint 加入日期: _____



Service Description/Nature 服務名稱/工作性質	Date 日期	Time 時段	Duration(Hours) 服務時數(小時)	Service Unit 服務單位

Please add pages if required

註: 如填充格數不足可加頁

Total service hours this year (from 1OCT last year to 30Sep current Year) 本年度(去年10月1日至本年9月30日)總服務時數(小時)	
Accumulated service hours as at end last year 去年累積服務時數(小時)	
Accumulated service hours up to this submission 截至今次呈交日的累積服務時數(小時)	

To be completed by EWB-HK Personnel 此欄由EWB-HK 職員填寫

Date submitted 義工呈交日期: _____

Confirmed service hours 確認服務時數: _____

Verified by 審批職員名稱: _____