

Notes:	<ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box(es). 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 3. On-site qualified instructor is required for specific facilities. 4. For the day camp capacity of each holiday camp, please visit the LCSD website: https://www.lcsd.gov.hk/en/camp/booking_guide/checkinout.html
Remarks:	<ol style="list-style-type: none"> 1. A separate application form is required for each day camp. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.4-5) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms four months before the activity date, otherwise their applications may not be processed in a timely manner. 4. If a school requests cancellation of an activity prior to its scheduled date, but the LCSD has already arranged venue and transport, rescheduling may not be possible. 5. The information provided by the applicant will only be used by the LCSD and relevant NSAs for the purposes of enrolment in School Sports Programmes (Special School), announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 6. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 7. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme (Special School), the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VI “Conflict of Interest” of the Prospectus of the Guide (P.5).

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The completed e-form should be submitted to
the Leisure and Cultural Services Department
by email (email address: applicationssp@lcsd.gov.hk).