

**School Sports Programme (Special School)
Sport Education Programme – Hiking
Enrolment Form**

Form No.:

Application No. (To be provided by the LCSD)

Name of School: _____

Type of School: Special School (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher's E-mail Address: _____

School Address: _____

Please choose a route ^{Note 1:}

Route No.: _____ *(For details, refer to P. 30-36 of the prospectus)*

	Activity Date (dd/mm/yyyy)	Day of Week	Time	Number of Participating Students	Number of Accompanying Students <small>Note2</small>	Total Attendance
Example	5/1/20XX	Mon	0930-1230	21	3	24
First Choice						
Second Choice						

Remark: _____

Transportation ^{Note 3}

Transport arrangement by the LCSD for the **outbound** journey *is* / *is not required*

Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the start of activity)

Estimated pick-up location: _____

Estimated drop-off location: _____

Transport arrangement by the LCSD for the **inbound** journey *is* / *is not required*

Estimated return time: _____ (subject to change depending on actual traffic conditions)

Estimated pick-up location: _____

Estimated drop-off location: _____

Notes:	<ol style="list-style-type: none"> 1. For further information of hiking route and safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/index.html 2. Schools should arrange an adequate number of accompanying carers to participate in the activity. The LCSD has the right to cancel the activity for safety reasons if it considers the number of accompanying carers arranged by schools inadequate on the activity day. 3. 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. 4. Please put a “✓” in the appropriate box(es).
Remarks:	<ol style="list-style-type: none"> 1. A separate application form is required for each hiking activity. 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 three 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. For further information of hiking safety guidelines, please visit https://www.lcsd.gov.hk/en/healthy/hiking/safety.html 6. 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. 7. 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. 8. 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).