**Office of Student Affairs - Civic Engagement**

**Community Service Pre-approval Form**

This form needs to be submitted to OSA **BEFORE** you begin volunteering at least 2 week for prior approval. You need to hand in one of these forms for **EACH** place where you intend to volunteer.

|  |  |
| --- | --- |
| Student Name:  | (Eng) (Chi) |
| Student ID: |  | Contact Number: |  |
| Study Programme : |  | Year of Study: |  | Year of Entry: | 🞎2012/13 🞎2013/14🞎2014/15 🞎2015/16 |
| Email: |  @ln.hk | Non-local Student: 🞎  |
| Name of Service Organisation: |   |
| Name of Service Programme: |  |
| Period of Service : | From(DD/MM/YY) To  |
| Name of the Service Person-in-charge: |  | Contact Tel: |  |
| Volunteer Training Hour(s)(if any)  |  | Estimated Service Hour(s):  |  |

1. **Nature of Service Target:**

|  |  |  |  |
| --- | --- | --- | --- |
| ❑ Children | ❑ Youth | ❑ Family | ❑ Elder |
| ❑ Women | ❑ Mentally-ill Patient and Rehabilitator | ❑ Disabled |
| ❑ New Arrivals | ❑ Mentally Handicapped | ❑ Street Sleeper |
| ❑ Offender | ❑ Rehabilitated Drug Abuser | ❑ The Public |
| ❑ Ethnic Minorities | ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

2 **Nature of Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| ❑ Office Work | ❑ Coaching Service | ❑ Escort Service | ❑ Concern Visits |
| ❑ Manual Labour Work | ❑ Befriending/ Mentoring | ❑ Tutoring | ❑ Conducting Research |
| ❑ Fund-raising | ❑ Environmental Protection  | ❑ Organising Educational Groups & Activities |
| ❑ Organising Developmental Groups & Activities | ❑ Strategic/ Business Planning for Organisation | ❑Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Descript of volunteer work you will perform?

|  |
| --- |
| -Position/ Role:  |
| -Job Description:  |
|  |

\*Please attach the relevant materials to support your application.

Date of Submission : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Please return this form to **OSA (G/F, WYL)** or c.connects@ln.edu.hk before 2 week of commencing the service.
	+ The application result will be launched within one week after the form submitted
	+ This form can be downloaded at <http://www.ln.edu.hk/osa/ce>
	+ For enquiry, please contact OSA at Tel: 2616 7023 email:c.connects@ln.edu.hk

CS Pre-approved No.

Approved by: Date of Approval: