

Plan International Hong Kong 'Be a Change-maker 2019' Application Guidelines

Introduction:

'Be a Change-maker 2019' aims to nurture young people who are interested in social and child protection issues as 'Change-makers'. Participants will take the first step to becoming global citizens through learning, researching, and taking action to make a voice for children around the world, especially for girls in poverty and dire situation.

- ✓ Understanding **child protection and girl issues** in Cambodia and Hong Kong.
- ✓ Cultivating **project management and leadership skills** throughout the planning and execution of community seed projects
- ✓ **Taking initiatives and making a voice** on child-protection and girl issues that matter to youth.
- ✓ Realizing participant's full potential as a change-maker with **global perspective and the ability to take action** proactively to advocate rights for children and youth.

Important Dates:

Application Deadline	10th October 2018 (Wednesday)
Interview	13 th October 2018 (Saturday)
Training Workshops (Tentative dates)	3 rd November 2018 (Saturday); 4 th November 2018 (Sunday); 8 th December 2018 (Saturday); 26 January 2019 (Saturday)
7-day Exposure Trip to Cambodia	7 th to 13 th February 2019 (Thursday to Wednesday)
Planning and execution of Seed Project	February to April 2019
Graduation Ceremony	May 2019 (Exact date to be announced)

Eligibility:

- Aged between 15 and 21 (as of the departure date of the exposure trip)
- Have a passion for global citizenship and child-safeguarding issue
- Willing to take action to advocate rights for children and youth, and to make a voice for children around the world, especially girls in poverty and dire situation.
- Priority will be given to applicants who :
 - have joined youth activities organized by Plan International Hong Kong; and/or
 - with recommendations from school teachers/ affiliated organisations (Appendix 1)

Fee:

HKD\$ 2,000 (Participants that have fully attended and actively participated in all activities may receive Plan International Hong Kong's 'Be a Change-maker' Scholarship (HKD\$2,000))

Application Deadline:

10th October 2018 (Wednesday)

(If applicants choose to submit applications via post, please reserve enough time for postal delivery)

Important Note:

1. 14-16 shortlisted participants will be selected by Plan International Hong Kong (hereafter as 'Plan International') based on the information provided by applicants. Applicants may be invited to attend the briefing and interview session to be held on 13th October 2018 (Saturday). Plan International reserves the right to cancel the programme if application is insufficient.
2. Applicants should return the completed application form, together with **i) photocopy of applicant's HKID card, ii) photocopy of applicant's travel document (personal information page), and iii) copy of academic year 2018-19 school calendar** to Plan International Hong Kong via email or post. Except in special circumstances, an application will not be accepted if the information in the application form is incorrect, incomplete or insufficient, or the applicant does not meet the eligible requirements.
3. The fee covers the costs of local workshops, flights, oversea transportation, food, accommodation, and travel insurance of the exposure trip, but does not cover the costs of immunization and visa application. If a shortlisted participant withdraw from the programme, all fee paid will not be refunded.
4. Participants should participant in all pre-trip and post-trip activities.
5. Applicants under the age of 18 should also complete the parent/ guardian consent form.
6. All submitted applications are non-transferable. °
7. Participants are abide by Plan International's Child Safeguarding guidelines and policy, and should follow the instructions as given from all event working personnel throughout the duration of the events.
8. Plan International reserves the right to disqualify any participants who violate the regulations or have any misbehaviour, and to discontinue their participation in the event immediately.
9. Participants should be responsible for their own safety during the events and bear the rise of damage which might be caused by accident or else. Plan International is not liable for any harm caused to the participants during the activities.
10. Participants should take care of their personal belongings during the events. The organiser is not liable for any claims concerning missed or damaged personal possessions.
11. Plan International might take photos, videos or sound footages during the events. Plan International shall own the sole rights on any photos, videos, footages or any other materials produced during the events. Participants have been informed that these photos, videos, footage or any other materials may be used by Plan International and/or its licensees in any media worldwide legally and reasonably in accordance with their principles, such as for promotional purposes. Any photos, videos, footage or information obtain during the events cannot be used for commercial use, or share with the third party for sharing or publications without the explicit consent of Plan International Hong Kong.
12. Terms and conditions of the programme and other arrangements are subject to changes at Plan International's discretion, without prior notice to the participants. Plan International Hong Kong reserves the right to cancel the events without assigning a reason. Participants shall keep a close eye on Plan International Hong Kong's website, and keep themselves updated about any information or changes related to the programme.
13. If any of the above terms is unclear or ambiguous, Plan International Hong Kong reserves the right to interpret and amend the regulations and details of the programme.
14. If you do not wish to receive upcoming promotional materials of Plan International Hong Kong, please put a tick '✓' in this box .

Enquiries

Contact person: Angela So

Tel. no.: 3405-5322

Email: angela.so@plan.org.hk



Plan International Hong Kong
Official Webpage



Plan International Hong Kong
Facebook Page

Plan International Hong Kong 'Be a Change-maker 2019' Application Form

Note

- Please read the 'Application Guidelines' before filling in this application form
 - Applicants may be invited to attend the briefing and interview session to be held on 13th October 2018 (Saturday).
 - Please complete the Application Form, and return it with:
 - Photocopy of your HKID card; and
 - Photocopy of your travel document (personal information page) ;
 - School calendar of the academic year 2018-19
- to Plan International Hong Kong Office by **10th Oct 2018 (Fri)** through one of the following methods:
- By email: angela.so@plan.org.hk
 - By post*: Room 201, Marina House, 68 Hing Man Street, Shau Kei Wan, Hong Kong
ATTN: Angela So

*Please reserve time for postal delivery. For more information, please refer to the following website: <https://www.plan.org.hk/en/plan-international-hong-kong-be-a-change-maker-2019/>
For enquiries please contact Angela So (Tel.no: 3405 5322; Email: angela.so@plan.org.hk)

Personal Information

Name: (in Chinese)		(in English)		(Please provide the name on your travel document)	
Nickname:				Email:	
Date of Birth: (DD/MM/YYYY)	Mobile no./ Whatsapp :				
Gender:	Tel. no. (Home):		Facebook : (Optional)		
Address:					
School:			Class and Department (if applicable) attended in academic year 18-19:		
Language(s) that you have good command of:			Special educational needs (If any):		
Participation in Plan International Hong Kong activities [Please put a ✓ in the appropriate box(es). If not applicable, please leave this section blank]					
<input type="checkbox"/> 'Youth Conference' Participant (Year: _____; Awards, if any: _____)					
<input type="checkbox"/> 'Because I am a Girl – Exposure Trip 2017' Participant (Awards, if any: _____)					
<input type="checkbox"/> Be a Change-maker 2018 Participant					
<input type="checkbox"/> Others (Please specify : _____)					
How did you hear about this programme? _____					

Emergency Contact

Name:	Relationship	Contact no. (Daytime):	Mobile no. :

Travel Documents

HKID no.:	Type of Travel Document: (Please circle as appropriate)	HKSAR passport/ Others(Please specify :)
Travel Document/ Passport no.:	Date of Issue (DD/MM/YYYY) :	
Nationality:	Place of Birth:	Date of Expiry(DD/MM/YYYY) :

Health Condition

Any major or chronic medical conditions?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Details :
Any surgery or hospitalizations you have had in the past?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Details :
Any regular prescriptions?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Details :
Any allergies to food, medications, conditions, etc?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Details :
Any special dietary needs?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Details :

Additional Question (attach separate sheet if necessary)

- Have you ever joined any oversea exposure/ service trips in the past?
No Yes · Please specify year, destination, and organizer _____
- Why would you like to join 'Be a Change-maker 2019', and what are your expectation to the programme? (Not more than 200 words in English or Chinese)
- Please plan an activity for you and other participants to share your learnings upon returning from the exposure trip with your family, friends, and schoolmates, and to enhance their understanding towards girl's rights and child protection issue. (Not more than 200 words in English or Chinese. Hint: You could consider describe the preliminary concepts such as the objectives, format, content, and target of the activity)

Parent/ Guardian Consent (for applicants under the age of 18)

I give my consent for _____ (Applicant's name) to participate in 'Be a Change-maker 2019' and related activities organized by Plan International Hong Kong. I have read, understood, and will abide by the Application Guidelines. I declare the information in this form is true, correct and complete, and that my son/ daughter/ ward is healthy, physically fit, and suitable to participate in the above activities.

Name of parent/ guardian: _____ Relationship with applicant: _____

Signature of parent/ guardian: _____ Date: _____

If the parent/ guardian who signed this consent is not one of the emergency contact persons, please also provide:

Contact no.: _____ Email: _____

Declaration

- ✓ I have read, understood, and will abide by the Application Guidelines.
- ✓ If I have been selected to join 'Be a Change-maker 2019', I promise to fully attend and proactively participate in all activities.
- ✓ I understand and agree that the provision of personal information and answer to additional questions by means of application form is voluntary. However, if the applicant fails to provide sufficient information, Plan International may not be able to process the application.
- ✓ I understand and agree that if I have been selected to join 'Be a Change-maker 2019' the answer to the additional questions in this form may be published on Plan International's publications and promotional materials.
- ✓ The information in this form and all attached documents are true, correct and complete, otherwise, the applications will be disqualified. Plan International reserves all rights to pursue legal actions.

Purpose of Collection and Guideline for Use of Personal Data

1. Plan International Hong Kong may use your personal data for the purposes of handling 'Be a Change-maker 2019' applications, communication and promoting future activities.
2. The provision of personal data to Plan international Hong Kong in this form is on voluntary basis. However, if you do not provide sufficient personal data, we may not be able to process your application.
3. Applicants' personal information may be disclosed and transferred to third parties authorized by Plan International Hong Kong for administration procedures relevant and necessary for the purposes as stated in (1),
4. In accordance with the Personal Data (Privacy) Ordinance, you are entitled to access and correct your personal data held by Plan International Hong Kong. The right of access includes the right to obtain a copy of your personal data provided by you in the application.
5. Enquiries concerning personal data provided by you in this form should be addressed to Plan International Hong Kong office at 3405-5322 during office hours.

Enclosed please also find the following documents : (Please ✓ as appropriate)

- Photocopy of HKID
- Photocopy of travel document (personal information page)
- School calendar of academic year 2018-19
- Recommendation forms completed by school teacher/ affiliated organization

Applicant Name: _____ Signature: _____ Date: _____

Because I am a Girl – Be a Change-maker Scheme 2018

Recommendation from School teacher/ Affiliated Organization (To be completed by referee)

Name of referee :

Name of School/ Organization:

Position:

If the referee would like to receive information related to 'Be a Change-maker 2019' (e.g. invitation to graduation ceremony of the programme), please leave your email in the space below:

The referee is/ was* applicant's: (please as appropriate, multiple items may be selected)

Principal Vice Principal Class teacher School counselor/social worker

Subject teacher (Please specify): _____

Extra-curricular Activity Teacher (Please specify): _____

Person-in-charge of affiliated organization *Please delete as appropriate

Overall comments on applicant: (e.g. intellectual potential, interpersonal skills, character and values, etc.)

What qualities have you seen in the applicants/ other factors that make you recommend him/her to be selected to join 'Because I am a Girl – Be a Change-maker Scheme 2018'?

Referee Signature: _____

Applicant Name: _____

Applicant Signature: _____

Date: _____

Date: _____