

Application Guidelines

Introduction:

'Be a Change-maker 2023' aims to nurture young people who are interested in social and child protection issues as 'Change-makers'. Participants will take the first step to become global citizens through learning, researching, and taking action to make a voice for children around the world, especially for girls in poverty and dire situations.

- ✓ Understanding **girls' rights and climate change issues** in Chiang Mai, Thailand.
- ✓ Realising 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.
- ✓ Cultivate project management and leadership skills by **initiating awareness campaigns on girls' rights and climate change issues**.

Important Dates:

Recruitment	Application Deadline	23rd December, 2022 (Friday) *13th January, 2023 (Friday)
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Training and research	Training Workshop (1)	25 th February, 2023 (Saturday)
	Submission of Action Plan (First draft)	3 rd March, 2023 (Friday)
	Pre-trip Briefing	25 th March, 2023 (Saturday)
	*6-day Exposure Trip to Chiang Mai, Thailand	*2nd April – 7th April, 2023
	Training Workshop (2)	22 nd April, 2023 (Saturday)
Implementation	Launch of Awareness Campaign	5 th June, 2023 (Monday)
Graduation	Graduation Ceremony	July, 2023 (Saturday)

**updated on 23/12/2022*

Eligibility:

- Aged between 15 and 24 (Secondary school students are required teachers' recommendation)
- Have received at least 2 doses of COVID-19 vaccination
- Have a passion for global citizenship, **girls' rights** and **climate change issues**
- 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
- Youth of all ethnics, sex and abilities welcome to join
- Priority will be given to applicants who :
 - have joined youth activities organised by Plan International Hong Kong; and/or
 - have formed in a group of 4 – 5

Quota: 15

Fee: HKD\$ 2,000 (Participants that have fully attended and actively participated in all activities may receive a full refund)

Application Deadline:
~~23rd December, 2022 (Friday)~~
13th January, 2023 (Friday)

Important Note:

- 12-15 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 **January 2023 (Saturday)**. Plan International reserves the right to cancel the programme if application is insufficient.
- (Secondary school applicants only) Participants were required to complete **School Acknowledgement Form** below. School teacher should acknowledge their obligations in providing guidance and assistance to students and support throughout the programme including school-based activities, awareness campaigns etc.
- Applicants should return the completed application form, together with **i) a photocopy of applicant's HKID card, ii) photocopy of applicant's travel document (personal information page), and iii) a copy of academic year 2022-23 school calendar** to Plan International Hong Kong via email. 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 eligibility requirements.
- 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 immunisation and visa application**. If a shortlisted participant withdraw from the programme, all fee paid **will not be refunded**.
- Participants should participate all pre-trip and post-trip activities.
- Applicants under the age of 18 should also complete the parent/ guardian consent form.
- 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.
- 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.
- Participants should be responsible for their own safety during the events and bear the risk 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.
- Participants should take care of their personal belongings during the events. The organiser is not liable for any claims concerning lost or damaged personal possessions.
- Plan International might take photos, videos or sound footage during the events. Plan International shall own the sole rights to any photos, videos, footage 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.
- 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.
- If activities need to be postponed or cancelled due to the COVID-19, Plan International Hong Kong will update participants as soon as possible.
- 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.
- If you do not wish to receive upcoming promotional materials of Plan International Hong Kong, please put a tick '√' in this box .

Enquiries

Contact: Kristy Yeung / Mandy Lau

Phone no : 3405-5325 / 3405-5353

Email : youtheducation@plan.org.hk



Plan International HK
Official Webpage



Plan International HK
Facebook Page

**Plan International Hong Kong 'Be a Change-maker 2023'
Application Form**

Note

- Please read the 'Application Guidelines' before filling in this application form
- Applicants may be invited to attend the interview session on 7 Jan 2023 (Sat).
- Please complete the application form and submit the following documents via youtheducation@plan.org.hk by ~~23 Dec 2022 (Fri)~~ **13 Jan 2023 (Fri)**.
 - i) A photocopy of applicant's HKID card
 - ii) A photocopy of applicant's travel document (personal information page)
 - iii) A copy of academic year 2022-23 school calendar (secondary applicants only)
- For enquiries, please contact
 Kristy Yeung (Tel.no: 3405 5325)
 Mandy Lau (Tel. no.: 3405 5353)

Personal Information

Name: (in Chinese) (in English) *Exact as passport to be used

Nickname:

Date of Birth:
(DD/MM/YYYY)

Mobile no./ WhatsApp :

Email:

Sex:

Tel. no. (Home):

Address:

School:

Class and Department (if applicable) attended in academic year 22-23:

Language(s) that you have a good command of:

Special educational needs (If any):

Participation in the past Plan International Hong Kong's activities

[Please put a √ in the appropriate box(es). If not applicable, please leave this section blank]

- 'Youth Conference' Participant (Year: _____)
- 'Be a Change-maker' Participant (Year: _____)
- Others (Please specify : _____)

How did you hear about this programme? _____

Emergency Contact

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

Travel Document Details

HKID Card No.:	Travel document type: HKSAR Passport/ Others (Please specify: _____)
Travel documents/ 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 :
COVID-19 Vaccination record?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <input type="checkbox"/> Biotech <input type="checkbox"/> First Dose <input type="checkbox"/> Second Dose <input type="checkbox"/> Third Dose <input type="checkbox"/> Fourth Dose <input type="checkbox"/> Sinovac <input type="checkbox"/> First Dose <input type="checkbox"/> Second Dose <input type="checkbox"/> Third Dose <input type="checkbox"/> Fourth Dose <input type="checkbox"/> Others (Please specify: _____) <input type="checkbox"/> First Dose <input type="checkbox"/> Second Dose <input type="checkbox"/> Third Dose <input type="checkbox"/> Fourth Dose
Have you ever been infected with COVID-19?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify period of infection _____
Others:	_____

Please note that the applicant should have received at least 2 doses of the COVID-19 vaccination to meet the eligibility requirements.

Grouping Preference

Participants will form into a group of 4-5 throughout the programme, please choose your grouping preference as below:

- Please assign me to any of the groups.
 If possible, please assign me to a group with the following participants:

Name	School	Class (e.g. Form 4A / Year 1)	Contact No.
(Applicant)			

Additional Question (attach separate sheet if needed)

- Have you ever joined any overseas exposure/service trips in the past?
No Yes, Please specify year, destination, and organiser _____
- Why would you like to join 'Be a Change-maker 2023', and what are your expectations for the programme?
(No more than 200 words in English or Chinese)

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 2023' 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 2023', I promise to proactively participate in the 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 2023' 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 2023' 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 3405-5325/ 3505 5353 during office hours.

Please enclose the following documents with this application form upon submission.

- Photocopy of applicant's HKID card
- Photocopy of applicant's travel document (personal information page)
- Copy of academic year 2022-23 school calendar (secondary school applicant only)

Applicant Name: _____ Signature: _____

Date: _____

School Acknowledgement Form (Secondary students only)

Introduction

Plan International strives for a just world that advances children’s rights and equality for girls. We cordially invite young people interested in girls-related and climate change issues to join ‘Be a Change-maker 2023’. Through a series of activities from January 2023 to July 2023, 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 situations.

Important Dates

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**Updated on 23/12/2022*

School Consent Form

Our school recommends _____ to participate in “Be a Change-maker 2023” programme and I am willing to be the teacher in charge of the group.

Teacher’s name: _____ Contact number: _____

Email address: _____

I have read through the content of “Be a Chang-maker 2023” and confirms the obligations of the teacher-in-charge including but not limited to providing guidance and assistance to participants, supporting awareness campaigns and school-based activities etc. The school also agrees and understands participants are required to attend all activities on the above dates.

Teacher’s signature : _____

School Principal’ signature : _____ School Stamp : _____

Date : _____