

**Call for Nomination of Youth for HK Delegation to IAVE Asia Pacific Youth Volunteer Conference (CEDARS' Deadline: 12 noon, 29 May 2017)**

Dear Student,

CEDARS has recently received an invitation to nominate 4 HKU students aged 16-30 to join the captioned Conference which will be held in Kuala Lumpur, Malaysia from 22 to 23 November, 2017.

IAVE is a global network of volunteers, volunteer organizations, national representatives and volunteer centres, dedicated to promote, strengthen and celebrate the development of volunteering worldwide. The captioned Conference, organized by the International Association for Volunteer Effort (IAVE), is full of interactive, fun and educational activities. It offers opportunities for youth delegates to connect and exchange, and learn from their peers from other parts of the world. Delegates will also have a chance to experience local volunteering activities. Details of the Conference can be found on <http://iaveap2017.org.my/>.

Agency for Volunteer Service (AVS), IAVE representative for Hong Kong, is going to organize a youth delegation to participate in this Conference. Through the Conference, we hope our youth delegates will develop a broader horizon and more insights, and be exposed to a global perspective on volunteering. Selected youth would be sponsored for that exceptional experience. Below please find the Conference brief and nomination form for your kind reference and use.

If you would like to be nominated, please send (1) the completed nomination form (Section I) and (2) your CV and relevant supporting materials (e.g. CV) to Grace ([gracelny@hku.hk](mailto:gracelny@hku.hk)) **on or before 12 noon, 29 May (Monday)** to allow us enough time to process and CEDARS will select the best 4 students as HKU's nominees.

If you have any enquiries, please feel free [cedars-programmes@hku.hk](mailto:cedars-programmes@hku.hk) / 2857 8387.

Thank you.

Best regards,

CEDARS – Student Development



AGENCY FOR VOLUNTEER SERVICE

## **The 15<sup>th</sup> IAVE Asia Pacific Youth Volunteer Conference in Kuala Lumpur, Malaysia Hong Kong Youth Delegation**

The International Association for Volunteer Effort (IAVE) Asia Pacific Youth Volunteer Conference will take place in Kuala Lumpur, Malaysia from 22 to 23 November 2017. As a leading organization in promoting volunteerism in Hong Kong and the IAVE Representative for Hong Kong, Agency for Volunteer Service (AVS) is going to organize a youth delegation, with passion for volunteering, to attend the Conference.

The Conference is full of interactive, fun and educational activities. It offers opportunities for the youth delegates to connect and exchange, and learn from their peers from the Asia Pacific region. Delegates will also have a chance to experience local volunteering activities. It is a great opportunity for the Hong Kong youth to reach beyond their boundaries and learn more about volunteerism and the development of volunteering in the new age.

Selected youths will be sponsored for the trip to benefit from that exceptional overseas experience.

### **Date and Venue**

- ◆ 21 to 23 November 2017 (including air travel)
- ◆ Kuala Lumpur Convention Centre, Kuala Lumpur, Malaysia

### **We are looking for .....**

- ◆ Young people aged 16 to 30 with secondary five education or above
- ◆ Proficiency in spoken English and Cantonese
- ◆ Have at least 3 years of active engagement in volunteer service
- ◆ Dedicated and passionate towards volunteering
- ◆ Good leadership and organizational skills
- ◆ Mature, independent, outspoken and willing to work in a team
- ◆ Willing to learn, share and commit during the whole programme including preparation and follow up work

### **Who can nominate?**

- ◆ Universities, colleges, secondary schools and registered NGOs in Hong Kong
- ◆ Nominator can make a maximum of 4 nominations

## **Nomination Details**

### **A. How to Enroll**

- ◆ The nomination form should be completed with the signature of both the nominator and the nominee; and submitted with copies of supporting documents
- ◆ If the nominator makes more than 1 nomination, preference should be indicated
- ◆ The nominee should provide an article of own volunteer experience in about 500 words in English.
- ◆ Nominee aged under 18 requires parental / guardian consent.
- ◆ All documents must reach AVS Volunteer Training and Development Centre on or before 31 May 2017 (refer to postmark). Please mark “IAVE Youth Conference, Hong Kong Youth Delegation”.
- ◆ Shortlisted candidates will be invited to attend an interview on 6 June 2017.
- ◆ Candidates who are not invited to interview are considered as not successful.

### **B. Selection**

- ◆ Information provided in the nomination form and the supporting documents are the basis of first-round selection. Selected candidates will be informed to attend an interview through e-mail. Those who fail to attend the interview would not be considered.
- ◆ The final selection will be conducted through panel interview. Result will be notified via email by the end of June 2017.
- ◆ Selected delegates have to sign and submit the confirmation letter, along with the copy of travelling document and the enrollment fee before the set date.
- ◆ AVS has the final decision on the selection and all the arrangements.

### **C. Enrollment Fee**

1. The selected candidate is required to pay a fee of HK\$1,500 for enrollment. The fee for flight tickets, accommodation, conference registration, training programmes, insurance and uniform would be subsidized.
2. Delegate has to compensate all the fees incurred by AVS for withdrawal after confirming participation.

### **D. Responsibilities of Delegates**

1. Delegates should undertake the necessary preparation work, attend the whole conference and at least 80% of the pre-conference training, meeting and post-conference session.
2. Delegates must hand in a self-reflection assignment (in 800 to 1,000 words in English or Chinese) within three weeks after the Conference.
3. Organize a “Sharing Session” in group to report and share the learning experience within 3 months after the Conference.
4. Delegates must apply for their own travelling visa and ensure that the valid period of passport is not less than 6 months.
5. Except the listed subsidized items, delegates must be responsible for their own expenses.

### **E. Enquiry and Submission**

Ms Becky Lam (Senior Officer, Training and Development)

Agency for Volunteer Service

Volunteer Training and Development Centre

Address: Shop D101-102, 1/F, Block D, Cho Yiu Centre, Cho Yiu Chuen, Kwai Chung.

Tel: 2865 2520

Fax: 2827 3362

E-mail: [tdc@avs.org.hk](mailto:tdc@avs.org.hk)

Web: [www.avs.org.hk](http://www.avs.org.hk)

*For official use only:*

Ref No:  
Status: A / R / W  
Date:

# AGENCY FOR VOLUNTEER SERVICE

**Confidential**

## IAVE Asia Pacific Youth Volunteer Conference in Kuala Lumpur, Malaysia Hong Kong Youth Delegation

### Nomination Form

#### **Section I : TO BE COMPLETED BY THE NOMINEE**

##### **A. Particulars of Nominee**

Please complete every item in BLOCK LETTERS

Please [✓] as appropriate

Chinese Name: \_\_\_\_\_ (Chinese and English Name as printed on PASSPORT)

English Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Gender:  M /  F HKID Card No. \_\_\_\_\_ ( )

Date of Birth: \_\_\_\_\_ (Date DD) \_\_\_\_\_ (Month MM) \_\_\_\_\_ (Year YY) Age: \_\_\_\_\_

Type of Travel Document Held: \_\_\_\_\_ (Passport, Certificate of Identity, Document of Identity, etc)

Travel Document No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Nationality: \_\_\_\_\_

##### **B. Contact Details**

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Tel No. : \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (Please provide E-mail to receive Results Announcement)

##### **Contact person in case of emergency**

Chinese Name: \_\_\_\_\_ English Name: \_\_\_\_\_

Tel No. : \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Office)

E-mail Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

##### **C. Academic/Employer Information**

School / Employer: \_\_\_\_\_

Current programme / Position \_\_\_\_\_

Major subject \_\_\_\_\_ (if applicable) Current year of study: Year \_\_\_\_\_ (if applicable)

##### **D. Volunteer Experience (If there is insufficient space, please provide in additional pages)**

	Date	Name of Organization	Service Nature	Position and Duties
1				
2				
3				
4				
5				

**E. Language Proficiency**

	Excellent	Very Good	Good	Fair	Poor
<b>Chinese</b>					
Listening (Cantonese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening (Mandarin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking (Cantonese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking (Mandarin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>English</b>					
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F. Knowledge and Skills**

Briefly list out other skills such as computer knowledge, soft skills, etc.

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**G. Expectations**

Please specify your expectations on this programme. (If there is insufficient space, please provide in additional pages):

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Are you willing to commit yourself to the preparation and follow up work of the whole programme?  Yes  No

Please provide an article on your own volunteer experience in about 500 English words.

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**Personal Information Collection Statement**

The information provided will only be used for the enrolment of “Hong Kong Youth Delegation to IAVE Asia Pacific Youth Volunteer Conference in Kuala Lumpur, Malaysia”, and the promotion of the event related activities, and volunteer service.

**Declaration**

I declare that the personal data voluntarily provided by me in this form is accurate and up-to-date. I understand and agree that such data will be used for the application of this conference and AVS may not be able to process this application if the data provided is inadequate.

Nominee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental / Guardian Consent ( for nominee aged under 18)**

I, parent / guardian of the nominee named above, hereby confirm that all the information the nominee provided is true and accurate. I give permission to the nominee to enroll in the “Hong Kong Youth Delegation to IAVE Asia Pacific Youth Volunteer Conference in Kuala Lumpur, Malaysia” and participate in all related activities.

Parent / Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship with Nominee: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Section II : TO BE COMPLETED BY THE NOMINATOR**

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**A. Particulars of Nominator**

Please complete every item in BLOCK LETTERS

Please [✓] as appropriate

- 1. Name of Organization: \_\_\_\_\_ (Chinese)  
 \_\_\_\_\_ (English)
- 2. Nature of Service: \_\_\_\_\_
- 3. Nominator :  Dr     Mr     Ms     Mrs     Others \_\_\_\_\_
- 4. Name: \_\_\_\_\_ (Chinese)    \_\_\_\_\_ (English)
- 5. Position: \_\_\_\_\_

**B. Contact Details**

- 6. Address: \_\_\_\_\_  
 \_\_\_\_\_
- 7. Tel No. : \_\_\_\_\_ (Mobile)    \_\_\_\_\_ (Office)    8. Fax No. : \_\_\_\_\_
- 9. E-mail Address: \_\_\_\_\_
- 10. We recommend  Mr /  Ms \_\_\_\_\_ for the “IAVE Asia Pacific Youth Volunteer Conference in Kuala Lumpur, Malaysia, Hong Kong Youth Delegation”.
- 11. Relationship with Nominee: \_\_\_\_\_    12. Duration of Acquaintance: \_\_\_\_\_
- 13. Nomination Priority: \_\_\_\_\_

14. Please give details of the candidate’s achievements and outstanding performance in volunteering.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Please state why the candidate should be considered for the Hong Kong Youth Delegation to IAVE Asia Pacific Youth Volunteer Conference in Kuala Lumpur, Malaysia.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Supplementary information (if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Organization Chop: \_\_\_\_\_

Date: \_\_\_\_\_