

## Home-School Co-operation Grants (2008/2009) 家庭與學校合作活動計畫資助 (2008/2009)

### 〈 Activity Report 〉 \* 〈 活動報告 〉 \*

\*(津中 / 津小 / 特殊學校 適用)

\*( For AIDED SECONDARY SCHOOL / AIDED PRIMARY SCHOOL / SPECIAL SCHOOL )

(For Type 2 Home-School Co-operation Activities and Type 3 Joint School / Joint PTA Projects only)  
(只適用於第二類別家校合作活動 及 第三類別聯校或學校與家教會合辦活動)

Please Note:  
注意事項：

- (1) Upon completion of the activity, please complete the following attached proforma, and **file them properly at School with the original receipts** ready for inspection upon request:  
Evaluation Form (Form A), and  
Payment and Receipt Statement (Form B)

請 貴校在完成活動後，填妥附上的「評估表格（表格A）」及「活動收支表（表格B）」，並將有關的表格及收據正本妥善存檔於校內，以備查核。

- (2) Use one set of forms for each activity. (Please photocopy Form A and Form B if necessary)

每項活動須填寫一份表格 A 及表格 B。（如有需要，請自行影印表格 A 及表格 B）

- (3) Please reflect the income and expenditure account of this reported activity on the **school's annual audited accounts** and keep the relevant supporting accounting record and all the original receipts in the school for audit purpose. The subsequent arrangement for claw back of the unexpended amount, if any, will be instructed by the Audit Section.

請校方把每項活動的收支賬目反映在學校週年核數賬目上，並保存所有有關會計紀錄的支出單據及文件，以備核數組查核及指示退還餘款的安排。

## 家庭與學校合作活動計畫資助 (2008/2009 學年)

### 評估表格(表格A)

(只適用於第二類別家校合作活動 及 第三類別聯校或學校與家教會合辦活動)

教育局檔案編號：\_\_\_\_\_ (見撥款通知書左上角)  
活動名稱：\_\_\_\_\_  
活動類別：第二/三 類別\*

#### (I) 活動目的

- 能達到活動目的
- 未能達到活動目的。請簡單列明原因：
- 參加人數太少
  - 參加者不投入
  - 活動時間安排不適合
  - 內容不吸引
  - 其他：\_\_\_\_\_

#### (II) 參與情況

預期參與人數(a)：家長 \_\_\_\_\_人 教師 \_\_\_\_\_人 學生 \_\_\_\_\_人 總人數\_\_\_\_\_

實際參與人數(b)：家長 \_\_\_\_\_人 教師 \_\_\_\_\_人 學生 \_\_\_\_\_人 總人數\_\_\_\_\_

出席率(b/ax100%)：家長 \_\_\_\_\_% 教師 \_\_\_\_\_% 學生 \_\_\_\_\_% 總人數\_\_\_\_\_%

參與者的整體反應：十分滿意 \_\_\_\_\_% 滿意 \_\_\_\_\_% 不滿意 \_\_\_\_\_% 沒有意見 \_\_\_\_\_%

#### (III) 評估方法

評估方法：  問卷  檢討會  訪問  其他：\_\_\_\_\_

備註：\* 請刪去不適用者。

請在適當的□內加上✓號。

## 家庭與學校合作活動計畫資助 (2008/2009 學年)

### 活動收支表(表格B)

(只適用於第二類別家校合作活動 及 第三類別聯校或學校與家教會合辦活動)

教育局檔案號碼：\_\_\_\_\_ (見撥款通知書左上角)  
 活動名稱：\_\_\_\_\_

#### (I) 收入項目

(a) 此項活動獲批撥款額#: \$ \_\_\_\_\_

(b) 其他收入: \$ \_\_\_\_\_ 來源: 家教會津貼  學校津貼   
 參加者費用  其他: \_\_\_\_\_

#### (II) 開支項目 (如表格不敷應用, 請另行加補紙張。)

單據號碼	費用
例: 工作坊講義	單據 a - c \$ 500
(a)	\$
(b)	\$
(c)	\$
(d)	\$
(e)	\$
<b>總開支# \$</b>	

#請校方把每項活動的收支賬目反映在學校週年核數賬目上, 並保存所有有關會計紀錄的支出單據及文件, 以備核數組查核及指示退還餘款的安排。

本人等已審閱填報在表格 A 及 B 上的資料, 並核實所有支出單據, 確認該申請撥款的活動, 已能實際完成。

校長姓名: \_\_\_\_\_ 校長簽署: \_\_\_\_\_

活動籌劃人姓名: \_\_\_\_\_ 活動籌劃人簽署: \_\_\_\_\_

家教會主席姓名: \_\_\_\_\_ 家教會主席簽署: \_\_\_\_\_  
 (如學校已成立家長教師會)

備註: \_\_\_\_\_

校印:

日期: \_\_\_\_\_



## Home-School Co-operation Grants (2008 / 2009 s.y.)

### Evaluation Form (Form A)

(For Type 2 Home-School Co-operation Activities and Type 3 Joint School / Joint PTA Projects only)

EDB File Reference Number: \_\_\_\_\_ (On the top left hand corner of the approval letter)

Name of the Activity: \_\_\_\_\_

Type of Activity: Type 2 /3\*

<b>(I) Objective(s)</b>
<input type="checkbox"/> Able to achieve the objective(s)
<input type="checkbox"/> Unable to achieve the objective(s). Reasons (state briefly):
<input type="checkbox"/> The participation rate is low
<input type="checkbox"/> The participants are not interested in the activity
<input type="checkbox"/> The time arrangement of the activity is not appropriate
<input type="checkbox"/> The content of the activity is not attractive
<input type="checkbox"/> Others : _____
<b>(II) Participation</b>
Expected Number of Participants (a) : Parents ____ Teachers ____ Students ____ Total ____
Actual Number of Participants (b) : Parents ____ Teachers ____ Students ____ Total ____
Participation Rate (b/a×100%) : Parents ____% Teachers ____% Students ____% Total ____%
Overall Feedback:
Excellent ____% Satisfactory ____% Unsatisfactory ____% No Comment ____%
<b>(III) Method of Evaluation</b>
Method of Evaluation : <input type="checkbox"/> Questionnaires <input type="checkbox"/> Evaluation meeting <input type="checkbox"/> Interviews <input type="checkbox"/> Others:_____

Remarks:

\*Delete if not applicable.  
Please ✓ where appropriate.

## Home-School Co-operation Grants (2008 / 2009 s.y.)

### Payment and Receipt Statement (Form B)

(For Type 2 Home-School Co-operation Activities and Type 3 Joint School / Joint PTA Projects only)

EDB File Reference Number: \_\_\_\_\_ (On the top left hand corner of the approval letter)

Name of the Activity: \_\_\_\_\_

<b>(I) Income</b>		
(a) Amount Granted for <b>this Activity</b> <sup>#</sup> : \$ _____		
(b) Other Income: \$ _____	Sources: PTA Subsidy <input type="checkbox"/> School Subsidy <input type="checkbox"/>	
	Enrolment Fee <input type="checkbox"/> Others: _____	
<b>(II) Expenditure (Breakdown)</b>	<b>Payment Receipt No.</b>	<b>Amount (\$)</b>
<i>e.g. Stationery</i>	<i>No. a - c</i>	<i>500</i>
(a)		
(b)		
(c)		
(d)		
(e)		
<b>Total</b> <sup>#</sup>		

#Please reflect the **income and expenditure account** of this reported activity on the **school's annual audited accounts** and keep the relevant supporting accounting record and all the original receipts in the school for audit purpose. The subsequent arrangement for claw back of the unexpended amount, if any, will be instructed by the Audit Section.

***We certify that all information reported in Form A and Form B is correct and the receipts had been checked. The subsidized activity had been carried out as scheduled.***

Name of School Head: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the Project Manager: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of PTA Chairperson: \_\_\_\_\_ Signature: \_\_\_\_\_

**(for schools with PTA only)**

Remarks: \_\_\_\_\_

School Chop:

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