

Educational Resources Booking Form (Applicable to Schools and Institutions in Hong Kong)



Public Education Department · 2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon

Tel: (852) 2399 3427 (Kindergartens & Primary Schools)/ (852) 2399 3476 (Secondary Schools & Tertiary Institutions) Fax: (852) 2394 0566

School/ Institution's Name: _____

Contact Person: _____ Position: _____

Contact No.: _____ Fax: _____

Email: _____

Please send this form to us at least 3 working days before the borrow date. A maximum of 3 items can be borrowed for 1 week. Our staff will contact you for arrangement after we have received your form. We will send you a fax confirmation. Please bring the fax with you when you come to pick up the item(s) on the borrow date.

Borrow Date: (DD/MM/YYYY) _____ (Please pick up the item(s) on this date)

Return Date: (DD/MM/YYYY) _____ (Booking renewal depends on availability of the resources. Please contact us at least 2 working days before the return date for renewal arrangement.)

Purpose: _____

	Item Code	Title	Category (Please circle your choice)
1			DVD/ VCD/ Exhibition Board/ Picture
2			DVD/ VCD/ Exhibition Board/ Picture
3			DVD/ VCD/ Exhibition Board/ Picture

Guidelines

(1) General

- Please pick up the requested item(s) within our office hours: Mon to Fri: from 9:30 am to 1:00 pm and 2:00 pm to 5:30 pm (except public holidays).
- All borrowed materials should not be reproduced in any form, publicly distributed or used for fundraising or promotion purpose without prior permission from World Vision Hong Kong.
- Penalties of HK\$100/piece for VCD/ DVD and HK\$450/piece for Exhibition board/ Picture will be charged for any lost or damaged items.
- Borrowed items should be returned on or before the due date. A late charge of HK\$10 per item per day will be levied for World Vision Hong Kong's educational resources development.

(2) Usage of Exhibition board/ Picture

- Please display the exhibition boards according to the serial numbers on the boards.
- Please use hooks or clips for display of the exhibition board or the picture.
- Please use masking tape, only if needed, to fix the exhibition boards or photos and clean any stain after use. Please DO NOT use adhesive tape or stapler.
- Please keep the material(s) clean.
- Please put the exhibition boards in correct order before returning.

X _____
Teacher's Signature with School Stamp

_____ (yyyy/mm/dd)
Date

Your personal data will be kept strictly confidential by World Vision Hong Kong (WVHK) for communication purpose, and forwarded to service providers as needed for processing donation, sending receipts and information for WVHK. If you would like to stop receiving information from us, please call 2394 2394.

World Vision Hong Kong, incorporated with limited liability, is a Christian humanitarian organisation working to create lasting change in the lives of children, families and communities living in poverty.

(HKPE_201302)