

Educational Resources Booking Form

(Applicable to Schools and Institutions in Hong Kong)

Public Education Department · World Vision Hong Kong · 2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon · Tel: (852) 2399 8606 · Fax: (852) 2394 0566

School/ Institution's Name : _____ Principal: _____
 Contact Person : _____ Position : _____ Subject/ Club: _____
 Address: _____ Tel. No: (_____) _____ (School)
 _____ (_____) _____ (Mobile)
 Email: _____ Fax No: (_____) _____
 Preferred communication channel: Email Fax

Please submit this form at least 3 working days before the borrowing date. A maximum of 3 items can be borrowed for 1 week. Our staff will contact you to confirm the arrangement and send you a confirmation letter by fax or email. Please present the letter when you come to pick up the item(s) on the borrowing date.

Borrowing Date: _____ (Please pick up the item(s) on this date)
 _____ (Booking renewal depends on availability of the item(s).
 Returning Date: _____ 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			Video / Exhibition Board
2			Video / Exhibition Board
3			Video / Exhibition Board

Guidelines

(1) General

- Please pick up the material(s) within our office hours: Mon to Fri: from 9:30 am to 1pm and 2 pm to 5:30pm (except public holidays)
- All materials borrowed should not be reproduced in any form, transferred to others, publicly distributed or used for fundraising or promotion purpose without prior permission from World Vision Hong Kong.
- A fine will be charged for any lost or damaged items: **HK\$100 for each VCD/DVD** and **HK\$1600-3200 for each set of exhibition board, according to the number of pieces** (HK\$400/piece).
- Borrowed items should be returned on or before the due date. An overdue charge of **HK\$10 is imposed on each item per day**. The fine received will be used to develop World Vision Hong Kong's educational resources.

(2) Usage of Exhibition Boards

- Please use **hooks, strings or clips** to hang the exhibition boards.
- Use **masking tape** only if needed, and please **CLEAN** any stain after use.
- Please keep the exhibition boards clean. No smearing allowed.
- Please make sure all pieces of the exhibition boards are in correct order before returning.
- The serial numbers are at the back of each piece.
- If you return more than one set of exhibition boards, please pack them separately.

X _____
 Contact Person's Signature with School/Institution's 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