

致： 香港濕地公園學校節目分組  
傳真： 3152 2668

To: School Programme Unit, Hong Kong Wetland Park  
Fax: 3152 2668

「其他學習經歷」活動申請表格  
Application Form for “Other Learning Experiences” (OLE) Activities

填寫此報名表前，請先參閱第 2-3 頁的「申請須知」。

Please read the “Notes to Applicants” on page 2-3 before filling this form.

**請注意，預約「其他學習經歷」活動成功後，必須先預繳入場費按金（每團\$100），以預留活動名額。**

**Note: If OLE activity reservation is successful, schools shall pay a \$100 admission fee deposit (per tour) in advance in order to reserve the activity.**

學校名稱 Name of school :	
地址 Address :	
電話號碼 Tel. no. :	傳真號碼 Fax no. :
聯絡人姓名 Name of contact person :	職位 Position:
手提電話號碼 Mobile phone no. :	電郵 E-mail :
參加者人數 No. of participants : (須包括最少2名教師或負責人 includes at least 2 teachers or officers-in-charge)	
學生人數 No. of students: _____ 教師或負責人人數 No. of teachers and officers-in-charge: _____	
年級 Grade :	語言 Language (☑) : <input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英文 English

	第一選擇 1st choice	第二選擇 2nd choice	第三選擇 3rd choice
活動日期：日/月/年 星期 ( ) (可選擇星期一、三、五及六，公眾假期除外) Activity Date: dd/mm/yy (day of the week) (Available on Mon, Wed, Fri & Sat, except public holidays)	/ / ( )	/ / ( )	/ / ( )
時間 Time (☑)	<input type="checkbox"/> 10:00-12:30 <input type="checkbox"/> 14:00-16:30	<input type="checkbox"/> 10:00-12:30 <input type="checkbox"/> 14:00-16:30	<input type="checkbox"/> 10:00-12:30 <input type="checkbox"/> 14:00-16:30

請選擇一項活動 ☑ Please choose one activity (☑)	時間 Time	每團人數 No. of participants per tour	語言 Language	備註 Remarks	
				需要證書 Apply for certificate	適合年級 Suitable Level
<input type="checkbox"/> 樹木檢查體驗 Experiencing Tree Inspection	10:00-12:30	15-30	粵語 Cantonese	<input type="checkbox"/>	中四至中六 S.4 – S.6
<input type="checkbox"/> 訪客服務 Visitor Service		15-30		<input type="checkbox"/>	
<input type="checkbox"/> 水質測試 Water Quality Tests	/	15-30	粵語或英語 Cantonese or English	<input type="checkbox"/>	
<input type="checkbox"/> 植被護理工作 Vegetation Maintenance Works	14:00-16:30	20-50	粵語 Cantonese	<input type="checkbox"/>	中一至中六 S.1 – S.6

本人明白及同意「申請須知」的內容。I understand and agree with the content of “Notes to Applicants”.

聯絡人簽署 Signature of contact person

學校蓋印 School chop

聯絡人姓名 Name of contact person

日期 Date

## 申請須知 Notes to Applicants

1. 請將填妥的申請表格，於活動日前4個星期至3個月以電郵或傳真方式交回香港濕地公園學校節目分組。(傳真號碼：3152 2668 / 電郵：[education@wetlandpark.gov.hk](mailto:education@wetlandpark.gov.hk))  
Please fax or email the completed application form to School Programme Unit of HKWP 3 months to 4 weeks prior to the date of visit. (Fax no.: 3152 2668 / Email: [education@wetlandpark.gov.hk](mailto:education@wetlandpark.gov.hk))
  2. 此活動只接受中學申請(「植被護理工作」是唯一適合中一至中三的活動)。  
Only secondary schools are eligible for the programme (“Vegetation Maintenance Works” is the only activity suitable for S1-S3).
  3. 活動逢星期一、三、五及六(公眾假期除外)進行。  
The activity is available on Mondays, Wednesdays, Fridays and Saturdays (except public holidays).
  4. 申請人遞交申請前，須閱讀各項活動的詳細資料，以了解活動的內容和要求。  
Please read the activity details to understand the contents and requirements of each activity before submission of application.
  5. 各活動設有指定的總參加人數，其中須包括最少2名教師或負責人。  
The total no. of participants of each activity is specified. Two or more teachers or officers-in-charge should be included.
  6. 「樹木檢查體驗」、「訪客服務」與「植被護理工作」只提供粵語服務，「水質測試」則可以粵語或英語進行。  
“Experiencing Tree Inspection”, “Visitor Service” and “Vegetation Maintenance Works” are conducted in Cantonese only, while “Water Quality Tests” can be conducted in Cantonese or English.
  7. 如學校希望為學生索取活動的參與證書，請申請人在表格上選擇「需要證書」一欄，並於活動兩個星期前把學生名單(包含中英文姓名)電郵至學校節目分組。  
If schools would like to obtain certificates of participation for students, please tick the “Apply for Certificate” box in the application form and email the name list (including Chinese and English names) to School Programme Unit at least 2 weeks before the activity day.
  8. 每間學校每天可以參加不多於兩團的「其他學習經歷」活動(及「濕地體驗」導賞活動)。申請以先到先得方式處理，最終以繳付按金作確認。  
Each school can join a maximum of two tours of “OLE” activities (and “Park Experience” guided tour) on the same date of visit. All applications will be processed on a first-come-first-served basis, and confirmed by deposit payment.
  9. 參加者須繳付香港濕地公園入場費。有關香港濕地公園的門票收費請參閱網站：  
<http://www.wetlandpark.gov.hk/tc/information/ticketing.asp>  
Participants’ admission fee to HKWP is required. For more ticketing information, please refer to the website:  
<http://www.wetlandpark.gov.hk/en/information/ticketing.asp>
  10. 香港濕地公園會於收到申請後的5個工作天內以電郵通知學校有關申請的結果。申請獲初步接納的學校會收到繳款通知書，學校須預先繳付入場費按金，以預留活動名額。  
**Application result will be notified through email within 5 working days upon receipt of the application. Payment notice will be sent to applicants who obtain preliminary approval. Applicants shall pay admission fee deposit in advance in order to reserve the activity.**
  11. 「其他學習經歷」活動需預繳的按金為港幣\$100(以每團計)。  
The deposit of “OLE” activities is HK\$100 (per tour).
  12. 請注意，所有預先繳交的按金只作繳付部份入場費之用，已繳交的按金將不獲發還。  
**The paid deposit will be used to cover part of the admission fee payment and is non-refundable.**
  13. 收到繳款通知書的學校須依通知書所列的限期內繳付按金，繳費方法及細則請參閱繳款通知書。繳款限期：  
Applicants are required to pay the deposit within the period specified in the payment notice. For payment method and details, please refer to the payment notice. Payment due date:
- |  |  |
|--|--|
| 申請日期 Application date                              | 費用須於下列期限內繳付 Deposit should be settled within                   |
| 活動前35日或以前 35 days or more before the activity date | 繳款通知書發出後20日 20 days after the issue date of the payment notice |
| 活動前30日至34日 14 or 34 days before the activity date  | 繳款通知書發出後10日 10 days after the issue date of the payment notice |
14. 學校繳款後需於收據上寫上參考編號，並傳真或電郵收據到香港濕地公園。(傳真號碼：3152 2668 / 電郵：[education@wetlandpark.gov.hk](mailto:education@wetlandpark.gov.hk))  
After payment, applicants are required to send the deposit receipt with the application reference number to School Programme Unit via fax or email. (Fax: 3152 2668 / Email: [education@wetlandpark.gov.hk](mailto:education@wetlandpark.gov.hk)).
  15. 若學校未能於限期內繳付按金，即代表學校放棄申請，本公園將直接取消該校的申請。  
If applicants fail to pay the deposit within the period specified on the payment notice, the application will be cancelled automatically and will not be further processed.

16. 香港濕地公園會於收到學校傳真或電郵收據及查核後的5個工作天內，以電郵向學校發出活動確認信。學校只須於活動當日，帶同確認信及收據到票務處購票及繳付入場費餘額即可。  
A confirmation letter will be issued via email within 5 working days upon receipt of the deposit payment record. The applicants shall bring the confirmation letter and the demand note to settle the admission fee balance at Ticket Office on the activity date.
17. 繳款通知書發出後，活動的日期、時段及人數均不能更改。如有需要，請儘快與香港濕地公園學校節目分組聯絡。  
Once the payment notice is issued, the activity date, time slot and number of participants cannot be changed. If needed, please contact the School Programme Unit of HKWP as soon as possible.
18. 申請人不可將申請轉讓給其他團體。The application is not transferable to other parties.
19. 如在活動前兩小時遇到以下情況而令活動取消，本公園將為受影響之團體重新安排活動時間，活動將於原定參觀日期起計之4個月內舉行：  
If the following situations occur two hours before the start of the activity, HKWP will reschedule the activity date for the affected school within 4 months after the original date of activity:
- 天文台發出紅色或黑色暴雨警告，或  
The Hong Kong Observatory issues a Red or Black Rainstorm Warning, or;
  - 天文台發出三號強風信號或以上之熱帶氣旋警告信號，或  
The Hong Kong Observatory hoists Tropical Cyclone Warning Signals No. 3 or above, or;
  - 教育局或社會福利署宣布停課。  
The Education Bureau or Social Welfare Department announces the suspension of schools.
20. 活動進行期間，如現場天氣情況惡劣，或香港天文台發出雷暴警告、黃色/紅色/黑色暴雨警告信號，或一號/三號熱帶氣旋警告信號，原定的戶外活動將會改為參觀室內展覽廊。當八號熱帶氣旋警告生效時，香港濕地公園將會關閉，進行中的活動將會被取消。  
In case of inclement weather conditions or the Hong Kong Observatory issues the Thunderstorm Warning, Amber/ Red/ Black Rainstorm Warning or Tropical Cyclone Warning Signal No. 1/ No. 3 during the activity, all outdoor activities will be switched to indoor exhibition gallery visits. When the Tropical Cyclone Warning Signal No. 8 is hoisted, the Park will be closed and all on-going activities will be terminated.
21. 關於各項申請，香港濕地公園擁有最終決定權。如申請人違反以上規定或提供虛假資料，香港濕地公園有權取消已批准的活動。  
In the event of disputes arising from the applications, the decision of the Park shall be final. For violation of the above-mentioned criteria, the Park has the right to cancel the approved application.
22. 活動內容如有任何更改，恕不另行通知。Activity content may be adjusted without prior notice.

#### **查詢及聯絡 For Enquiries**

學校節目分組 School Programme Unit

電郵 E-mail: [education@wetlandpark.gov.hk](mailto:education@wetlandpark.gov.hk)

電話 Tel.: 3152 2666

傳真號碼 Fax no. : 3152 2668

**個人資料收集聲明：**個人資料乃由申請人自願提供，有關資料只會用作與香港濕地公園有關活動之用。資料只會提供處理申請的人員參閱，作為審批、聯絡及相關的用途。申請人如需要查閱或修改所提供的個人資料，請以書信方式向本署職員查詢。

**Personal information collection statement:** The personal information is provided by the applicant voluntarily for relevant activities organized by Hong Kong Wetland Park. The information will be provided to relevant staff for application processing, contact, and relevant purposes. For enquiries or amendment to the provided information, please send us a written request.