

**HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION****香港學校音樂及朗誦協會****School Members' Obligations, Conduct and Rights****學校會員責任、操守及權利****Obligations 責任**

1. Members should read in detail about all the information in print or uploaded to the Association's website concerning the Association and the Music / Speech Festival; and take the responsibility to notify their students of the relevant information.  
會員必須詳細閱讀印刷版或上載於本會網站內關於本會及音樂節／朗誦節的資訊，會員有責任將有關消息發放至其參賽學生。
2. Members should ensure that all the information provided including personal information, students' information, etc. should be valid and such information provided should comply with the rules and regulations of the Music / Speech Festival and other requirements of respective classes.  
會員必須確保所遞交的資料，包括個人及其參賽學生的資料等，均為屬實及符合「比賽章程」及各項規則之要求。
3. Members should distribute the documents and awards related to the competition to their students.  
會員必須把與比賽相關之文件及獎項派發予其參賽學生。
4. Members should assist their students in providing additional documentary proof in regard to the entry requirements when required.  
如本會要求參賽學生出示參賽資格之證明，會員有責任協助該等學生提供有關文件。
5. Members should ensure that their students have obtained the correct competition materials before competition.  
會員必須確保其參賽學生於比賽前已備有準確的參賽文件。
6. Members should help to bring forward the enquiries, suggestions or complaints on behalf of their students / parents to the Association, and should convey the official replies to them.  
會員有責任替其參賽學生／家長向本會轉達他們的查詢、意見或投訴，並將本會有關回覆轉告當事人。

**HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION****香港學校音樂及朗誦協會****Conduct 操守**

1. Members should support the mission and format of competitions set by the Association.  
會員應認同本會之理念及比賽模式。
2. Members must not promote their business activities in the name of the Association.  
會員不得以本會名義推廣其商業活動。

**Rights 權利**

1. Members are entitled to enroll their students for the “Hong Kong Schools Music Festival” and the “Hong Kong Schools Speech Festival”.  
會員可替其學生報名參加「香港學校音樂節」及「香港學校朗誦節」。
2. Members can access the Member’s Area of the Association’s website to get the information about the Association and the Music / Speech Festival.  
會員可登入本會網站之會員區取閱有關本會及音樂節／朗誦節的資訊。
3. Members are entitled to obtain one free copy of the Music Festival Syllabus, the Speech Festival Syllabus (Chinese Speech) and the Speech Festival Syllabus (English Speech).  
會員可免費索取音樂節比賽目錄、朗誦節（中文朗誦）比賽目錄及朗誦節（英文朗誦）比賽目錄各一本。
4. Members are entitled to preview the competition materials of the Music / Speech Festival at the Association.  
會員可親臨本會預覽音樂節／朗誦節的比賽樂譜／誦材。
5. Members can enroll for the activities organized by the Association e.g. workshop, seminar and trainings etc.  
會員可報名參加由本會舉辦的工作坊、研討會及訓練班等活動。

**HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION****香港學校音樂及朗誦協會****Application for School Membership****學校會員會籍申請****Eligibility 申請資格**

The School must be whole-day or half-day kindergartens, primary schools, secondary schools or special schools in Hong Kong. Except special schools, separate memberships are required if a school is with:

1. more than one of the following: kindergarten section / primary section / secondary section; or
2. AM section and PM section; or
3. branches.

申請學校必須為本港註冊的全日制或半日制學校(包括：幼稚園、小學、中學或特殊學校)。除特殊學校外，如學校分別有：

1. 幼稚園部、小學部、中學部；或
2. 上午校及下午校；或
3. 同一辦學團體之各分校

必須分別申請一個會籍。

**Application Procedure 申請方法**

Please complete and return the application form, including the education system declaration form (if applicable), together with a copy of the “Certificate of Registration of a School” and a crossed cheque of HK\$450 (application fee of HK\$200 and annual subscription fee of HK\$250) made payable to “Hong Kong Schools Music and Speech Association”, to 2/F, 7 Carmel Village Street, Homantin, Kowloon in person or by post. Please state “Membership Application” on the envelope.

All applications are submitted to the Executive Committee of the Association for approval. The process will normally take four to six weeks. To avoid any delay, please make sure all the required documents are included in the submission.

An official receipt will be issued according to the school name upon approval of the membership. If the School would like to have the payer name as their school management committee, the School needs to append the following documents to their application:

1. A letter from the principal with school chop; and
2. A true copy of the Certificate of the school management committee under Education Ordinance for verification.

All documents submitted by the applicants will be kept for one year, except the “Certificate of Registration of a School” and the certificate of school management committee of the school which will be kept for internal record.

請將填妥之申請表格及年級制度申報表(如適用)，連同「學校註冊證明書」副本及港幣\$450(包括入會費港幣\$200及年費港幣\$250)之支票，抬頭請寫上「香港學校音樂及朗誦協會」，親身遞交或郵寄往九龍何文田迦密村街七號三樓，信封面請註明「會籍申請」。

所有申請將交由本會執行委員會審批，所需時間約為四至六星期。為免有任何延誤，遞交會籍申請時請確保所需資料齊備。

協會將發出收據予獲批核會籍之學校會員，如會員希望收據抬頭為學校管理委員會/校董會，會員需於遞交申請表時附上以下文件：

- (1) 由校長簽署及附有學校印章的申請信；及
- (2) 根據教育條例所成立之學校管理委員會/校董會之法團證明書副本

除「學校註冊證明書」及學校管理委員會/校董會之法團證明書作內部存檔外，申請人遞交之其餘文件將於一年後銷毀。

**Membership Validity 會籍有效期**

From 1 August 2018 to 31 July 2019

2018年8月1日至2019年7月31日



2018MEM-S-N

**HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION****香港學校音樂及朗誦協會****School Membership Application Form****學校會員會籍申請表格****2018 - 2019**

(Updated on 1 June 2018) Please download the latest application form from the Association's website as the form is reviewed from time to time.

(2018年6月1日最新修訂) 協會將不時修訂申請表格，申請人必須於協會網站下載最新表格。

<b>For office use only 只供本會專用</b>			
1. <input type="checkbox"/> Kindergarten 幼稚園		<input type="checkbox"/> Primary 小學	
		<input type="checkbox"/> Secondary 中學	
		<input type="checkbox"/> Special School 特殊學校	
2A. Certificate checked 證書核實		2B. Checked by 核實人	
3A. Receipt No. 收據編號		3C. Issued by 經手人	
3B. Membership No. 會員編號			

**Applicant's Information 會員資料**

Please complete in BLOCK letters 請用正楷填寫

School Name (Eng)
學校名稱 (中文)
School Registration No. 學校註冊編號

**Part I 甲部**

Please ✓ the appropriate box 請在適當空格加上✓號

<b>School Level 學校級別</b>
<input type="checkbox"/> Kindergarten 幼稚園
<input type="checkbox"/> Primary School: AM / PM / Whole Day 小學：上午 / 下午 / 全日
<input type="checkbox"/> Secondary School 中學
<input type="checkbox"/> Special School 特殊學校
Please also submit the Annex form "2018MEM-ANX" 必須同時提交附錄表格"2018MEM-ANX"
<b>Finance Type 資助種類</b>
<input type="checkbox"/> Government aided 政府資助 / Direct Subsidy Scheme 直接資助計劃
<input type="checkbox"/> English Schools Foundation 英基學校基金 / Private School 私立學校 / Others 其他
Please also submit the Annex form "2018MEM-ANX" 必須同時提交附錄表格"2018MEM-ANX"

**Part II 乙部**

<b>Contact Information 聯絡資料</b>
Name of Principal 校長姓名
Full Name in English Dr / Mr / Ms / Miss
中文姓名
博士/先生/女士/小姐
Address 地址
(Eng)
(中文)
Contact No. 聯絡方法
Tel No. 電話
Fax No. 圖文傳真



## HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION

## 香港學校音樂及朗誦協會

## Part III 丙部

**Registration for On-line Enrollment System 「網上報名系統」帳戶登記**

Please provide **ONE** email address and it will be registered as an Administrator for the On-line Enrollment. Login information will be sent to this email address only.

請提供一個電郵地址以註冊成為「網上報名系統」的管理員，協會只會把註冊資料傳送至此電郵地址。

Email Address 電郵地址 \_\_\_\_\_

## Part IV 丁部

**Receive Member's Circulars 收取會員通告**

1) Name of Addressee 收件人姓名 \_\_\_\_\_

Email Address 電郵地址 \_\_\_\_\_

*(The addressee will be the recipient of any circulars / information sent by the Association. He / She is responsible to pass on all circulars / information to the teachers concerned. All documents will be sent via email if email address is provided. Otherwise, all documents will be mailed and addressed to "The Principal".)*

*(收件人須負責傳遞會員通告/資料予負責的老師。如有提供電郵地址，所有文件將以電郵方式發送。如未有提供以上收件人資料，所有文件將標上「校長收」，以郵遞方式寄到貴校。)*

2) Please provide email addresses to receive circulars of respective festivals.

請提供電郵地址以收取有關朗誦節或音樂節之通告。

朗誦節 (中文朗誦) \_\_\_\_\_

Speech Festival (English Speech) \_\_\_\_\_

Music Festival 音樂節 \_\_\_\_\_

Our school fully understand the members' obligations, conduct and rights. We consent to follow the obligations and conduct that a member should observe as set by the Association. We also understand that the Hong Kong Schools Music and Speech Association has the right to make the final decision on whether or not to accept the application of our membership.

本校已清楚知悉會員責任、操守及權利，並承諾會履行及遵守有關責任和操守。本校明白香港學校音樂及朗誦協會會權拒絕接受本校之會籍申請。

Signature of Principal / Supervisor 校長/校監簽署 \_\_\_\_\_

School Chop 校印 \_\_\_\_\_

Date 日期 \_\_\_\_\_

(An application form without signature and school chop will NOT be processed. 如無簽署及校印，申請將不受理。)

Personal data collected by means of this form will only be used by the Association to assess the application for the membership, and for contact use after successful application. Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).

透過本表格收集的個人資料將使用於評估該校是否符合所申請的會籍資格，以及在該校成功申請為會員後作聯絡用途。

所收集的任何個人資料，均會依照《個人資料(私隱)條例》(第 486 章)的規定處理。



2018MEM-ANX

## HONG KONG SCHOOLS MUSIC AND SPEECH ASSOCIATION

香港學校音樂及朗誦協會

## School Members – Education System Declaration Form

學校會員 - 年級制度申報表

2018-2019

*For Office Use 只供本會專用*

Received by 經手人

Date 日期

## Member's Information 會員資料

Membership No. 會員編號		
School Registration No. 學校註冊編號		
School Name (Eng)		
學校名稱 (中文)		
Contact Person 聯絡人	Title 職位	
Contact No. 聯絡電話		
School Level 學校級別	<input type="checkbox"/> Kindergarten 幼稚園	<input type="checkbox"/> Secondary 中學
	<input type="checkbox"/> Primary 小學	<input type="checkbox"/> Special 特殊學校
The School's class structure 本校的班級結構 e.g. 例如 Primary 1 - 6		
Our school's education system is <b>DIFFERENT</b> from the local education system. Please refer to all the classes of the school and their grade equivalency to the local education system listed below. 本校的學制與本地學制 <b>不相同</b> ，現詳列本校所有年級，以及各年級與本地學制程度相符之年級的對照。		
Our School's Education System 本校學制 Example: Grade 1	Local Education System 本地學制 Example: Primary 1 例如: 小一	

## Declaration 聲明

Regarding our school's (\_\_\_\_\_ Membership no: \_\_\_\_\_) education system, we declare and confirm the above information is correct. Our school will notify the responsible teachers and students of the above information and ensure that they will follow the declaration to enroll for the Music / Speech Festival respectively. If there is any change in the information, we will contact the Association immediately

本校 (\_\_\_\_\_ 會員編號: \_\_\_\_\_) 現按所屬學制作出年級程度申報，並確保資料完整無誤。

本校將會通知負責老師及學生有關上述的資訊，並確保學生依據此申報參與本年度的音樂節／朗誦節。

如有任何修改，我們會立即與貴會聯絡。

Signature of Principal / Supervisor 校長/校監簽署

School Chop 校印