

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: (_____) _____

Confirmation letter will be sent by fax or email upon receipt of application. Preferred communication channel: Email Fax

We would like to keep you updated on our educational activities.

Please indicate: I want / I do not want to receive updates from World Vision.

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 3 working days before the
 _____ return date for renewal arrangement.)
 Purpose: _____

| | Item Code | Title |
|---|-----------|-------|
| 1 | | |
| 2 | | |
| 3 | | |

Please pick up or return the material(s) within our office hours: Mon to Fri: from 9:30 am to 12:30pm and 2:30pm to 5:30pm (except public holidays)

Usage of Exhibition Boards...

- 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.
- Reprint fee will be charged **on the entire set of exhibition board for any loss or damage** according to the number of pieces it comprises:
No. of pcs per set - Penalty (HKD) : 4pcs - \$1600 ; 6pcs - \$2400 ; 8pcs - \$3200
- 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.
- For displaying 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. 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