

**School Sports Programme (Special School)
Sport Education Programme – Day Camp
Enrolment Form**

Form No.:

Application No.
(To be provided by the LCSD)

Name of School: _____

Type of School: Special School (Please specify: _____) Tel No.: _____

Teacher-in-charge: _____ Teacher's E-mail Address: _____

School Address: _____

Please select one of the following leisure camp ^{Note 1:}

- | | |
|--|--|
| 1. <input type="checkbox"/> Lei Yue Mun Park | 3. <input type="checkbox"/> Sai Kung Outdoor Recreation Centre |
| 2. <input type="checkbox"/> Lady MacLehose Holiday Village | 4. <input type="checkbox"/> Tso Kung Tam Outdoor Recreation Centre |

	Date (dd/mm/yyyy)	Day of Week	Estimated Check-in Time	Estimated Check-out Time	Number of Students	Number of Accompanying Carers	Total
Example	5/1/20XX	Mon	1000	1600	43	5	48
First Choice							
Second Choice							

Booking for the Facilities ^{Note 3}	Facility	Time	Number of Participants (Including accompanying carers)
First Choice			
Second Choice			
Third Choice			

Remark: _____

Transportation ^{Note 1&2}

Transport arrangement by the LCSD for the **outbound** journey ☐ is / ☐ is not required

Estimated pick-up time: _____ (to arrive at the venue 15 minutes before the check-in time)

Estimated pick-up location: _____

Transport arrangement by the LCSD for the **inbound** journey ☐ is / ☐ is not required

Estimated return time: _____ (subject to change depending on actual traffic conditions)

Estimated drop-off location: _____

Notes:	<ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box(es). 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 3. On-site qualified instructor is required for specific facilities.
Remarks:	<ol style="list-style-type: none"> 1. A separate application form is required for each day camp. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.3-4) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms four months before the activity date, otherwise their applications may not be processed in a timely manner. 4. If a school requests for cancellation of an activity which the venue and the coach(es) have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 5. The information provided by the applicant will only be used by the LCSD and relevant NSAs for the purposes of enrolment in School Sports Programmes (Special School), announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the staff of the School Sports Programme Unit of the LCSD. 6. Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity. 7. In identifying actual or potential conflict of interest during organisation of the events under the School Sports Programme (Special School), the teachers-in-charge shall make a declaration to the school principal or approving authority with the use of the Conflict of Interest Declaration Form template at Appendix V. For details, please refer to item VI “Conflict of Interest” of the Prospectus of the Guide (P.4).

LCS 1056b (Rev. 05/2025)

The completed e-form should be submitted to
the Leisure and Cultural Services Department
by email (email address: applicationssp@lcsd.gov.hk).