**慈善服務紀錄表**

**Charitable Service Record Form**

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| **機構名稱**  **Name of Organisation:** |  |
| **活動/服務紀錄時期**  **Period of Activity/Service Record** | **由/From \_\_\_\_\_\_年/year\_\_\_\_月/month 至/to\_\_\_\_\_\_\_年/year\_\_\_\_\_\_月/month** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **項目**  **Item** | **舉辦活動日期**  **(或每\*周/月/季\_\_次)**  **Date of Activity**  **(or \_\_\_\_(no.) per \*week/month/quarter)** | **活動名稱及性質**  **Name and Nature of Activity** | **對象**  **Target Participants** | **參加者人數Number of Participants** | **相片及其他相關資料**  **Photos and other relevant information** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| **8.** |  |  |  |  |  |

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**機構主席/負責人姓名及職銜 機構主席/負責人及簽署 機構蓋章 日期**

**Name of Chairperson/ Organisation Head Signature of Chairperson/ Organisation Head Chop of Organisation Date**

**\*請刪除不適用者**