



Ref : 7/11 in 5/SOA/3-1
To : Principals
(Attn: User Unit Leaders)
From : Schools Operating Authority
Tel. : 27291231
Date : 24 May, 2011

**Gold Award Presentation,
Nomination for Certificate of Recognition,
Reminder & Forecast**

(1) Gold Award Presentation

User Unit Leaders with potential Gold Awardees should take note of the followings:

- All 5 Sections of Activities should be completed before mid June 2011. User Unit Leaders should have a final check on all the documents of each potential Awardee before submission to SOA for processing.
- The following documents should be submitted to SOA for applying Gold Award for the potential Awardees:
 - (a) Form AYP007 (as attached)
 - (b) Notification of Attainment of Gold Award (as attached)
< (a) and (b) are available at http://www.soa.org.hk/New_Chi/forms.htm >
 - (c) Record Book
 - (d) Log books and/or certificates
 - (e) Special Request Form (as attached, applicable to those unable to attend the Presentation)
- The SOA will endorse the Record Books against the records of activities shown. Final interview will be arranged as and when necessary.
- Applications with full documents should reach the SOA Office **on or before 24 June 2011**.

The applicants' Record Books will then be submitted to AYP Headquarters for final approval. The Headquarters will notify the successful applicants later about the details of the Presentation. The pins and certificates will be presented at the ceremony. Record Books will also be returned to the Awardees by that time.

(2) Nomination for Certificate of Recognition

Nomination for Certificate of Recognition (for volunteers with outstanding service for over 10 years) is now invited for SOA's consideration. Nomination for the captioned should be submitted by returning the attached Reply Form to the undersigned by mail or fax **on or before 30 June 2011**.

(3) Reminder before Summer Vacation

Before the summer vacation begins, I would like to remind you to observe the followings:

- Update your AYP members' record and apply for awards if your members have completed all the requirements of the respected level.
- Keep the AYP Handbooks, Guide Book, record cards and other record of work in your AYP club. If there is any change of User Unit Leaders in coming September, please hand over the whole set of relevant materials to the new teacher-in-charge.
- In prevention of heat strokes and other potential accidents caused by hot weather, all User Units are reminded not to conduct any physically demanding expeditions training / assessment in the summer. For safety sake, all Expeditions journeys should be scheduled after September when the weather shall be more favorable.
- It is advisable to call an AYP club meeting for all your AYP members before the summer vacation, and give appropriate advice to school leavers.

May I take this opportunity to pass on my grateful thanks to all the principals, Award Leaders and teachers for all their past support in the development of the AYP Scheme in your User Unit.

(4) Forecast of Student Leaders Training Camp 2011

The AYP Student Leaders Training Camp has been tentatively scheduled for **28-30 October 2011**. Details will be sent to you for recruitment upon the commencement of the new school year.

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Contents	Deadline
Application for Gold Award	24 June 2011
Nomination for Certificate of Recognition	30 June 2011

Thank you very much for your kind attention and co-operation. Should you have any query, please do not hesitate to contact the SOA Office at 27291231.



Melody Ma
Administration Officer
(Schools Section)

Encl.