

To: Leisure Manager (Education and Promotion)
(Fax : 2367 0556)

(We shall accept applications commencing at 9:00 am on 1 September 2011. The applications will be processed on a first-come-first-served basis. Applications by fax or by post received before the said date will not be entertained.)

**School Guided Visits to the Leisure and Cultural Services Department's Facilities
 Application Form for Secondary School**

Name of School : _____
 Address : _____
 Tel No : _____ Fax No: _____

We would like to apply for a visit to the following venue and agree to observe the Guidelines for School Guided Visits to Leisure and Cultural Services Department's Facilities.

Green Education and Resource Centre

We request to reserve a total of _____ session(s) of guided visit(s) and the date and time of the requested sessions are listed below in order of preference-

(For visiting the above venues, the number of pupils per session ranges from 30 to 45. They should be accompanied by at least 2 teachers during the visits. If the number of pupils is more than 45, please apply more than one session.)

| Preference | Date | Time | Class | No. of students |
|------------|------|------|-------|-----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Signature of Headmaster/Headmistress : _____
 Name (in Block Letters) : _____
 Date : _____

Name of Responsible Teacher : _____ Contact Tel : _____
 Mobile No. : _____

Please mail the completed application form to :

Leisure Manager (Education and Promotion)
 Zoo and Horticulture Education Unit
 Green Education and Resource Centre, 1/F, Kowloon Park Office,
 22 Austin Road, Tsim Sha Tsui, Kowloon.