

**WAI JI CHRISTIAN SERVICE**  
**Yuen Long District Support Centre**  
**Membership Application Form (Part A)**

Photo

I hereby apply to be a member of the Centre. (The application will be handled by a social worker of the Centre, including arranging an interview with the applicant.)

**I) Personal Particulars**

Name: (in Chinese) \_\_\_\_\_ (in English) \_\_\_\_\_ Sex: \* Male / Female

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Year of Arrival to Hong Kong: \_\_\_\_\_

Identity Card No.: \_\_\_\_\_ Marital Status: \*Single / Married / Divorced / Widowed

No. of Registration Card for Persons with Disabilities: \_\_\_\_\_

Participant of Transport Fare Promotion Scheme for People with Disabilities: \*Yes / No

Kind of Disability:

Intellectual Disability  Autism Spectrum Disorder  Learning Disability  
\* Mild / Moderate / Severe / Profound (Please specify) \_\_\_\_\_

Visual Impairment  Hearing Impairment  Speech Disorder

Physical Disability  
\* Walking Stick / Quadripod Walking Stick / Walking Frame / Wheelchair / Bed-ridden

Stroke  Brain Injury

Mental Illness  Others  
(Please specify) \_\_\_\_\_ Onset Date: \_\_\_\_\_ (Please specify) \_\_\_\_\_

Residential Address: \_\_\_\_\_

Kind of Residence: \* House / School Dormitory / Subvented Hostel / Private Residential Care Home /  
Others (Please specify) \_\_\_\_\_

Correspondence Address (if different from residential address): \_\_\_\_\_

Contact Telephone No.: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Carer(1): (Name) \_\_\_\_\_ (Tel) \_\_\_\_\_ (Relationship with Applicant) \_\_\_\_\_

Carer(2): (Name) \_\_\_\_\_ (Tel) \_\_\_\_\_ (Relationship with Applicant) \_\_\_\_\_

Name of Referrer (if applicable): \_\_\_\_\_ Agency: \_\_\_\_\_ Tel: \_\_\_\_\_

**II) Services Currently Used**

(More than one item can be chosen)

Skills Training Centre  Day Activity Centre  Sheltered Workshop /  
Integrated Vocational Rehabilitation  
Services Centre

Subvented Hostel  Special / Mainstream School  
(Please specify) \_\_\_\_\_

Others (Please specify) \_\_\_\_\_  None

In accordance with the Personal Data (Privacy) Ordinance (Cap 486), personal information provided by members will be used for service application and provision purposes only. Attaching importance to the confidentiality of personal information, the Centre exercises stringent measures in collecting, recording, keeping and using members' personal information. In applying for becoming a member of the Centre, the applicant provides his/her personal information to the Centre on a voluntary basis. Members are requested to inform the Centre of any changes to their personal information as soon as possible.

**Declaration on use of the service of the Centre and handling of photographs/videos/sound recordings**

1. In connection with this application for membership and use of the service of Yuen Long District Support Centre, the applicant and his/her family member concerned understand the Notes on Using the Service of the Centre on the last page and agree to follow the stated instructions.
2. The applicant and his/her \* family member / guardian concerned \* agree / do not agree with the applicant's photographs, videos or sound recordings being used for internal or external staff training, service promotion, research studies and other purposes without prior notice to them.

The applicant \* agrees / does not agree to receive messages from the Centre on telephone no. \_\_\_\_\_ (not more than two telephone numbers) through WhatsApp.

Signature of \* Applicant / Applicant's Family Member: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only

Member No.: \_\_\_\_\_ Registering Worker: \_\_\_\_\_ Approving Worker: \_\_\_\_\_

Starting Date of Membership: \_\_\_\_\_

Responsible Social Worker: \_\_\_\_\_ Responsible Instructor: \_\_\_\_\_

After an initial assessment, the following services are recommended for the applicant:

- |   |  |
|---|--|
| <input type="checkbox"/> Case Management Service        | <input type="checkbox"/> Individual Training and Support Service               |
| <input type="checkbox"/> Regular Groups and Activities  | <input type="checkbox"/> Service for Ethnic Minority Groups                    |
| <input type="checkbox"/> Milestone Project (里程服務)       | <input type="checkbox"/> Shining in Journey Project (旅程計劃)                     |
| <input type="checkbox"/> Centre-based Care Service      | <input type="checkbox"/> Day Care Service for Persons with Severe Disabilities |
| <input type="checkbox"/> Day Respite Service            | <input type="checkbox"/> Home Respite Care Service                             |
| <input type="checkbox"/> Clinical Psychological Service | <input type="checkbox"/> Physiotherapy Service                                 |
| <input type="checkbox"/> Occupational Therapy Service   | <input type="checkbox"/> Speech Therapy Service                                |
| <input type="checkbox"/> Others (Please specify) _____  |  |

\*Please delete as appropriate  Please put a tick in the applicable box

## Notes on Using the Service of the Centre

1. The applicant should hand in a duly completed membership application form with a recent photo of himself or herself in person at the Centre. Documents of proof, such as identity card, registration card for persons with disabilities, medical report and intelligence assessment report, are required for checking the information put down on the membership application form. Upon completion of the application procedures, a member card will be issued to the applicant. The annual membership fee is \$21.
2. The membership lasts for one year, from April 1<sup>st</sup> of each year to March 31<sup>st</sup> of the following year. Members are required to renew their membership before it expires. The membership fee for the new year should be paid upon membership renewal, otherwise it will be assumed that the member chooses to exit from the service and his or her name will be removed from the register of the service users of the Centre on April 1<sup>st</sup> of the year concerned. No application is needed for exit from the service. Members who have got their member cards lost should apply for a replacement member card at the Centre as soon as possible. A fee of \$5 will be charged for the procedures.
3. Members are entitled to use the services and enroll in the services and programmes provided by the Centre. They will receive a newsletter published by the Centre every quarter of the year. Programme details and the enrollment method will be given in the newsletter.
4. Members who have enrolled in a programme should take note of the meeting place and time of the programme. In normal circumstances, notice will not be given to the participants individually.
5. Members should keep the receipt for the fee they paid for a programme. If the programme is re-scheduled or cancelled by the Centre, members can get a refund of the fee with the receipt within two weeks of the original date of the programme. The fee will not be refunded to a member if he or she does not go to the programme because of own reasons.
6. An outdoor programme will be re-scheduled or cancelled on the condition that the No. 3 Typhoon Signal or above, or the Red/Black Rainstorm Warning Signal is still effective two hours before the starting time of the programme. Members can call the Centre to enquire about the arrangement at telephone no. 2442 3225.
7. When participating in a programme in or out of the Centre, members should take care of their own belongings and public property.
8. In case of emergent needs, the Centre will handle for a member all matters pertaining to his or her welfare, such as medical care and money keeping.
9. Members have the responsibility to cooperate with the Centre to protect their own safety. The Centre will not bear responsibility for any accident happening to a member during a programme not because of negligence on the part of the Centre.
10. Members have the responsibility to protect themselves from being abused. If they suffer an abuse, they should report to the Centre. On the other hand, they should not abuse others. In handling suspected cases of abuse, the Centre will observe the confidentiality principle and give consideration to the dignity and privacy of the parties concerned.
11. The Centre has the right to terminate service provision to a member who becomes unfit to continue receiving services from the Centre mentally, behaviourally, emotionally or otherwise.
12. Staff of the Centre will not accept any personal gifts in money or in kind from any members, their families or any other persons.
13. Members and their families can raise their opinions or complaints, if any, to the Manager or other staff of the Centre verbally or in writing. The Centre has standard procedures for handling opinions or complaints. Members and their families are welcome to look up these procedures.