

報名須知

1. 「苗圃單車助學行 2019 斯洛文尼亞」11 天旅程，騎車日數為 9 天，總騎行里數約 330 公里。務請各準參加者了解自己的能力和，如有心臟病患或嚴重高血壓者請諮詢家庭醫生你是否適宜參加此活動。
2. 所有參加者必須在出發日(即 2019 年 9 月 20 日或 10 月 4 日) 或之前年滿 18 歲。
3. 所有參加者需繳付參加費用，作為本活動的開支(包括食、宿、交通支出、支援車、景點入場費、旅遊保險、參加者通訊及印刷品郵費、攝影費用、活動頒獎禮等)；但並不包括參加者來往出發地點之交通、簽證費用及個人開支(包括參加者餐廳內自行點之酒水)，及任何不可預見之燃油附加費漲價。如參加費用有剩餘金額，將全數撥作本會運作或活動經費之用途。
4. 為使活動順利進行，本會接受報名後，不可自行轉組。
5. 苗圃行動有效會員可獲減參加費用 HK\$100。
6. 活動名額 30 名，先到先得，額滿即止。
7. 本會保留最終取錄參加者之決定權。在任何情況下，已提交之捐款均不會退回。
8. 因應實際情況，本會保留修改本活動《報名表》及《報名須知》內容的權利。
9. 參加者**必須於 2019 年 9 月 20 日 (A 團) 或 10 月 4 日 (B 團) 之前籌得基本捐款**，並把善款提交本會。未能在截止日期前提交捐款者，將被視作自動退出，本會將退回不超過 50% 的已繳付參加費用(以扣除旅行社及其他支出實數為準)。但在任何情況下，已提交之捐款均不會退回。
10. 出發前退出，必須以書面通知本會。於出發前 60 工作日通知，可獲退回部份活動參加費，但需扣除已支付代辦旅行社的必要開支。少於 60 工作日之前通知則不會獲任何退款。在任何情況下，已提交之捐款均不會退回。
11. 本會備有贊助表格，供參加者向親友募捐善款。參加者需把募捐所得善款，連同填妥捐款人資料的贊助表格一併交回本會。
12. 提交善款方式
 - 12.1 支票付款：請以劃線支票抬頭「苗圃行動」，並須於背面寫上參加者姓名、參加者編號及聯絡電話，連同贊助表格一併寄回本會。
 - 12.2 現金存款：匯豐銀行 004-084-0-046072 或中國(香港)銀行 012-875-1146-0750。請把銀行存款收據影印(必須清晰顯示存款賬號、銀碼及存款日期)，註明參加者姓名、參加者編號及聯絡電話，連同贊助表格一併傳真至本會(傳真號碼：2597 4731)或電郵至 sacycling@sowers.org.hk。請保留存款收據正本，以備本會查證。
 - 12.3 贊助表格可於網上下載，網址為 cycling.sowers.org.hk
13. 提交贊助名單
 - 13.1 參加者在提交善款時，如未能即時提交贊助名單者，必須於 **2019 年 10 月 31 日或之前把贊助名單交回苗圃行動**，用作開發正式收據之用。
 - 13.2 如參加者未能於上列日期提交贊助名單，本會將以「贊助 xxx 君苗圃單車助學行 2019」發出收據。
14. 正式收據
 - 14.1 苗圃行動在收妥參加者交來的善款及贊助表格後，約在 4-6 個星期內把正式收據以郵寄方式寄給參加者。

- 14.2 捐款達港幣 100 元或以上者，本會將會發出收據，捐款人可憑苗圃行動收據申請扣稅。請以正楷填寫贊助人姓名(贊助人姓名須與稅單上繳稅人姓名相同)，以確保收據無誤。
- 14.3 正式收據上的日期是根據本會收妥捐款日期為依歸。
- 14.4 為節省本會運作支出，未滿港幣 100 元之捐款，恕不發出收據。
- 14.5 凡需要本會補發收據或額外發出捐款證明信者，需就每張收據或證明繳付手續費港幣 30 元。
15. 為增強參加者的體能及培養團隊精神，本活動將舉行單車訓練，請所有參加者盡量參加。(詳情請參閱本會網頁或 Facebook 專頁)。
16. 參加者務必出席於 **2019 年 9 月 9 日** 舉行之「**最後召集**」，以領取單車活動物資 (舉行地點及時間容後通告)。
17. 參加者的行李限量為航空公司的行李收費標準容積及重量。
18. 為照顧參加者的個人健康及僅於安全情況下方進行此項單車籌款活動，倘香港或鄰近單車路線的地區 (包括中國內陸各省市及其他地區) 經已發出疫症或傳染病警告，本會將保留最終決策權，包括但不限於更改路線、更改活動形式或取消活動等。在任何情況下，已提交之捐款均不會退回。
19. 遇不可抗力或基於公眾利益考慮等原因而導致本會取消、中止或更改行程時，參加者已繳交的旅費，需扣除已支付、必要開支及預繳但不能收回等費用後，方會退回給參加者。
20. 本會保留最終取錄參加者之決定權。在任何情況下，已提交之捐款均不會退回。
21. 所有源自非運作經費捐款所得之利息收入，將撥入本會的發展基金作助學或運作用途。
22. 主辦機構會為參加者購買此活動之旅遊保險，包括 (i) 醫療保障：最低不少於 HK\$50 萬；(ii) 意外保障：最低不少於 HK\$50 萬；(iii) 第三者責任：最低不少於 HK\$100 萬；(iv) 緊急醫療運返：無上限。此旅遊保險亦包括一般跌打損傷或意外所衍生的醫療費。參加者亦可自行購買合適其需要的醫療或其他保障範圍的保險。

NOTES FOR ENROLLMENT

1. "Sowers Cycling for Education 2019" last for 9 days. Total number of rides is about 330KM (9 days). Participants must have a reasonable level of fitness. For people with heart disease problem or serious high blood pressure, please consult your doctor for your suitability of joining this activity.
2. All participants must be 18 years old or above on or before 20 September 2019 (for Group A) or 4 October 2019 (for Group B) – the Departure Date.
3. All participants are required to make full payment for the fees to cover the expenses incurred by Sowers Action (including room & board, traffic & communication, support vehicles, entrance fee, travel insurance, postage for printed materials and correspondence, photography, celebration event and etc.). All participants are required to arrange their own transportation to and from the place of departure, to pay for the VISA fee (if any), any personal expenses (including any drinks in restaurants) and any unforeseeable increase in airline fuel surcharge. Any surplus upon completion of the journey will be donated to Sowers Action for operation or activity-organizing.
4. The Organizer will not accept any application for change of route after the enrolment is accepted.
5. Sowers Action member is entitled to \$100 enrollment discount.
6. **Quota: 30.** Enrolment will stop once quota is filled, first comes first served.
7. Sowers Action reserves the right to accept or decline the application of any participant. Sowers Action will not refund any submitted donations under any circumstances.
8. Sowers Action reserves the right to amend the contents of the "Enrolment Form" and "Notes for Enrolment".

9. Participants are advised to **pay the Minimum Donation by 20 September 2019 (for Group A) and 4 October 2019 (for Group B)**, and submit the sponsorship details afterwards. Participants who fail to pay the Minimum Donation amount by the due date will be regarded as voluntary withdrawal. We will refund not higher than 50% of the journey fee after deductions of sums paid to the travel agent and other administrative expenses. Under no circumstances will submitted donations be refunded.
10. Withdrawal before departure must be notified in writing. For withdrawal with 60 working days prior notice will be entitled to receive refund of journey fee after deductions of sums paid to the travel agent and other administrative expenses. Withdrawal with less than 60 working days prior notice will receive no refund. Under no circumstances will submitted donations be refunded.
11. Sponsorship Forms are available to facilitate participants' fundraising. Please send us your donation raised together with your Sponsorship Form(s).
12. Donation - submission methods:
 - 12.1 By cheque: A crossed cheque made payable to "Sowers Action". Please write down your name, participant number, and contact phone number at the back of the check and send it to us together with your Sponsorship Form(s);
 - 12.2 By bank deposit: Donations may also be deposited into Sowers Action's bank account at HSBC (Acc. No. 004-084-0-046072) or Bank of China (Acc. No. 012-875-1146-0750). Please send us copy of your bank-in slip (clearly showing the account number, deposit amount and deposit date) together with the Sponsorship by fax to 2597 4731 or by email to sacycling@sowers.org.hk. In your message, please also provide your name, participant number and contact phone number for easy reference. You are advised to retain the original copy for verification
 - 12.3 Sponsorship Forms can be downloaded from cycling.sowers.org.hk
13. Sponsorship - form submission:
 - 13.1 In the event that sponsorship details are not available when Minimum Donation is due, for purpose of official receipt issuance, participants are allowed to **submit the Sponsorship Form(s) no later than 31 October 2019**.
 - 13.2 Participant who fails to submit the Sponsorship Form(s) by 31 October 2019 will be issued with a receipt printing "Sponsorship for XXX to participate in the Cycling for Education 2019".
14. Official receipts
 - 14.1 Sowers Action will send to the participants all official receipts by mail within approximately 4-6 weeks upon due receipt of all donations and Sponsorship Forms.
 - 14.2 Sponsors with donation amount at HK\$100 or above may apply for tax exemption with the receipts issued by Sowers Action. To avoid error, please use BLOCK LETTERS to fill in the sponsors' name.
 - 14.3 The date of issuance on the official receipt is the date on which Sowers Action has duly received such specified amount.
 - 14.4 No receipt will be issued for donations in amounts below HK\$100.
 - 14.5 Parties requesting Sowers Action to re-issue a receipt or issue additional donation certificates have to pay an operational fee of HK\$30 for each receipt or certificate.
15. Training sessions will be organized for helping participants to gear up their physical and team spirit. Participants are encouraged to join these trainings. (Please refer to our web site or Facebook Page for details).
16. Participants are required to attend the **Last Briefing in 9 September 2019** and collect the participant pack for the journey (time and venue to be announced later).
17. Free airline baggage (the volume and weight of baggage) is according to the airline requirement.
18. To safeguard the health of all participants and ensure that the ride is carried out under safe conditions, in the event that warnings of epidemic or plague is issued in Hong Kong or any area close to the route (including all PRC inland-provinces and cities and other areas), Sowers Action reserves the right to make any necessary changes to the event include, but not limit to, modifying the Routes or cancelling the event. Under no circumstances will Sowers Action refund any submitted donations.

19. If Sowers Action has to initiate a route change, suspend or cancel the event because of force majeure or in consideration of public interests, journey fee will be refunded only after the deduction of all unavoidable expenses and “prepaid but non-refundable” expenses.
20. Sowers Action reserves the final right to accept or reject the enrollment. In any circumstance, all donation submitted will not be refunded.
21. All interest income arising from donations will be allocated to Sowers Action’s Development Fund for use in education assistance or Sowers Action’s operational fund.
22. The organizer will provide a basic travel insurance plan for the participants during the trip. The travel insurance coverage include: (i) not less than HK\$500,000 medical expenses cover; (ii) not less than HK\$500,000 personal accident cover; (iii) a minimum of HK\$1,000,000 personal liability cover and (iv) unlimited emergency medical evacuation.