Citi-HKCSS Community Intern Program 2021
花旗集團－社聯大學生社責實踐計劃 2021

Student Briefing Session
學生簡介會

Organizer & Sponsor

citi

Co-organizer

社聯 HKCSS

Organization Background

- Established in 1947
- Over 90% NGOs in HK are our member agencies,
- Cover more than 490 Member Agency, 3000 operating units in Hong Kong
- Mission: to promote the development of social welfare together Member Agencies

香港社會服務聯會
The Hong Kong Council of Social Service

- Advance social entrepreneurship and mobilize social innovation
- Provide a holistic support for social enterprises and social innovation projects through developing partnership with the government, the business sector, NGOs and academics

- One-stop social learning platform which organizes customized social awareness programs for schools, organizations and corporations
- Initiate partnership among business sector, professional groups and social enterprises and formulate social awareness programs to deepen the understanding of current issue and cultivate the awareness of Corporate Social Responsibility (CSR)

Background & Program Goals

- Established in 2010
- Sponsored by Citibank, and co-organized by HKCSS
- Pioneer cross-sector collaboration between academic, business and NGO sectors

Program Goals

- To cultivate students' concept of **Corporate Social Responsibility (CSR)**
- To broaden the **understanding** of local business students **towards the community**;
- To provide an opportunity for students to **contribute their business knowledge** from classroom learning to non-profit organizations;
- To build networks between **future business elites and NGOs**, as well as the network within CIP peers from different universities;
- To enhance students' **problem-solving** skills in face of real work challenge.

Achievements

10th year

Since its launch in 2010

770

Business students participated

250+

Member Agencies participated

411

Alumni accumulated

10

Universities and Business Faculties are collaborated

Achievements

Alumni Committee was established since 2014

CIP 2020 Application No:

309 → 80

CIP2020 Alumni Annual Gathering

CIP2010 Graduate – Founder of SpotKnight

Media Coverage

- 經濟日報
- AM730
- Business Focus
- Etnet經濟通
- 香港商報
- Now Finance

Intern's Eligibility

Target Audience

- Full-time **Year 1-3 Business School** Local Undergraduates (Non-Student Visa Holders)

Requirements

- Good academic performance
- Proven track records in volunteer activities
- Enthusiastic about contributing to the non-profit sector
- Excellent interpersonal skill and leadership skills
- Proficiency in Cantonese and English

Scope of Intern's Responsibilities

- **Network Building**: assist in liaison work of volunteers, event and community activities organizing as well as database management that helps to strengthen partnership between NGO and other sectors
- **Brand Building**: promote and extend publicity of the NGO (e.g. production of promotional materials, video production, social media management and liaison work etc.), that enhance public awareness of the organization in the community
- **Event Planning**: assist to organize or participate in online or physical activities, maintain and expand donor database
- **Support daily business routine** including operation, promotion and social service

Program Highlights

- **2-Day-1-Night Orientation Camp** (optional, first-come-first-serve)
- Attend **Launching Ceremony** and **Recognition Ceremony**
- Complete 20-hour **CSR Training Series**
- Complete **160** or above placement hours
- Complete **Pre- and Post-internship Survey**
- Submit **Final Internship Report** and **Social Media Sharing (2 pieces)**
- **HKD6000** allowance + Certificate

Flexible working hours & working mode is based on a **mutual agreement between you and your supervisor**; it can be exceeded 160 hours if deem appropriate

Program Key Dates

Orientation Camp (5 - 6 June)

*First-come-first-serve basis

Program Key Dates

Launching Ceremony (June)

*All interns are obligated to attend.

Program Key Dates

20-hour CSR Training Series (15 -30 June)

Program Key Dates

160-hour Internship (July - August)

*Placement Allowance HK$6,000

Program Key Dates

Recognition Ceremony (Late October)

*All interns are obligated to attend.

Annual Booklet

- Each intern shares 2 social media posts of CSR training and internship placement, which will be placed on CIP Annual Booklets
- Annual Booklets will be distributed to Deans of universities, Senior Management from Citi Hong Kong, NGOs, etc.

CIP 2020 Memories

https://youtu.be/JqBPoePtqnw

Important Dates

Application Period:
1st April – 27th April 2021 **(1st come 1st interview)**

Intern Selection Interview (to be held at NGOs):
May 2021

Confirmation of Intern Result (only successful applicants will be notified through emails):
May 2021

Signing Agreement & Paying Deposit:
- Once receive the confirmed result, agreement MUST be signed within 2 days after offer confirmed
- HK$1000 deposit is required (refundable)

Intern Application Procedure

Preference on Placement Organizations

開始	第一步	第二步	第三步	第四步

第四部分–對實習工作的意向
Part 4– Your Preference on Internship

1. 請列出你最有興趣參與的5間實習機構編號以作內部參考，請按此參閱有關實習詳情，閣下的資料將提供與相關實習機構。1=第一志願, 2=第二志願，3=第三志願，4=第四志願，5=第五志願。
Please indicate codes of 5 placement organizations that are of your interest. For details, please click here for relating placement information. Your information will be sent to relevant placement organizations. 1=1st priority, 2= 2nd priority, 3=3rd priority, 4=4th priority, 5=5th priority.

1.	2.	3.	4.	5.

聲明 Declaration
本人聲明上述提供的資料正確無誤，並明白如有任何虛報資料或隱瞞重要事實，本人的參加資格可能會被取消。
I hereby declare that, to the best of my knowledge, all information submitted is
withhold any material details in this Application Form, my application may be dis

本人明白並同意，上述資料將交由有關評審委員會作為上述實習計劃面試的參考資料。
I hereby state that I understand and accept that the information given by me ab
regards to interviews for the above-mentioned Program.

申請人姓名Name of Applicant 日期Date

遞交表格前，請確保已填妥報名表格，並同時附上以下附件：Please make sure you have
submitting the form:

☐ 由所屬大學工商管理學院教職員填寫的推薦表格Recommendation Form comple
Business Faculty.

瀏覽...

List of Placement Organizations

Citi-HKCSS Community Intern Program 2
List of Placement Org

Prog No.	機構名稱	Organization Name (English)	Placement Title 1	Placem
P01	香港仔街坊福利會社會服務中心	Aberdeen Kai-fong Welfare Association Social Service Centre	Marketing Executive	1.協助構思及籌劃本會的中高齡人 外中高齡求職人士 2.協助中高齡人士就業計劃製作和 3.協助策劃市集及網上商店活動
P02	關懷愛滋基金有限公司	AIDS Concern Foundation Limited	Marketing and Communications Summer Intern	-Assist to prepare and distribute m external newsletters, eDMs, public -Assist to handle event manageme writing, co-ordination for publicatio -Update corporate external and int and content consistency -Assist to media interview, monito releases
				- Fundraising/donation strategy –

Intern Application Procedure

Additional document Submission

遞交表格前，請確保已填妥報名表格，並同時附上以下附件：
Please make sure you have completed the Application Form and also attached the following attachments before submitting the form:

由所屬大學工商管理學院教職員填寫的推薦表格
Recommendation Form completed by an academic staff from your Business Faculty.

選擇檔案 未選擇任何檔案

* 檔案名稱請根據以下的格式。(英文全名_大學簡寫)
* Please name your form in this format. (English Full Name_U initial, e.g.ChanTaiMan_UST)
* 可於遞交表格後一星期內補交並電郵至 cip@hkcss.org.hk ，請於電郵上註明學生姓名、所屬大學及網上遞交日期，惟補交日期需於實習報名截止日期(2021年4月27日) 前遞交才獲受理。
Recommendation Form can be submitted by email within 1 week after online application form submission. Please email to cip@hkcss.org.hk and state your name, university and online submission date in the email. Please note that the recommendation form will only be accepted before the internship application deadline (27th April, 2021).

最近學業成績表副本
Copy of recent academic transcript

選擇檔案 未選擇任何檔案

500-800字 (英文) 的簡介詳述以下內容：
A statement with 500-800 words (in English) that addresses the following:

選擇檔案 未選擇任何檔案

1. 對將來工作的理想及抱負
   Your career aspirations
2. 最希望在哪個服務類別的非牟利服務機構實習及原因
   Your most interested aspect of service with a non-profit organization and its reasons
3. 獲得此實習機會的原因
   Reasons of deserving this internship opportunity
4. 根據你的性格、態度、學歷、工作技能及專長、興趣等，說明你適合參加此實習計劃的原因?
   Why your personality, attitude, education background, special work skills and interests are ideally suited for an internship?

提交 Submit

Intern Application Procedure

Recommendation Form

*To be completed by an academic staff from your Business Faculty

「花旗集團－社聯大學生社責實踐計劃 2021」
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推薦表格 Recommendation Form

請以英文正楷填寫 Please fill in BLOCK LETTERS:

此部份由申請人填寫 To be completed by the Applicant

申請人姓名 Name of Applicant: 姓氏 Surname 名字 Given Name	
所屬大學 University:	學生號碼 Student ID no.:
學系 Faculty:	現時就讀年級：1 / 2 / 3 * 年級 Current Year of Study: Year 1 /2 /3*
主修學科 Major Study:	
推薦人姓名 Name of Referee: 姓氏 Surname 名字 Given Name	
所屬大學 University:	學系 Faculty:
職銜 Title:	
電話 Tel. no.:	電郵 Email:
通訊地址 Correspondence Address:	

* Please delete as appropriate. .

此部份由推薦人填寫 To be completed by the Referee

1. 請根據你對以上申請人的認識填寫以下每一項
Please complete each of the following based on your knowledge of the above applicant*:

	卓越 Excellent	良好 Good	一般 Fair
1.1 組織能力 Ability to organize			
1.2 有熱誠的工作/學習態度 Enthusiastic towards work assignments & learning			

Words from Interns in 2020

I am grateful that I joined this Internship Program which has enhanced my awareness of community and social issues, developed sense of caring and useful working skills. I would devote my efforts to my career goal and make greater contribution to society through innovative ways in the future.

Talking with the users of our company, I can know their difficulties in daily life, for example, maybe it is hard for grassroots person to start up as they might have limited business knowledge. Therefore, we can use our business knowledge to provide them some suggestions after addressing their need.

Words from Interns in 2020

To know more about their sharing, feel free to browse our website: https://cip.org.hk/Content/cht/RecognitionCeremony

CIP 2020 Booklet (online version)

Five Reasons
for Choosing our Internship

Opportunity to build valuable **networks**

CSR-related experience for **CV**

Have Fun to enjoy diversified program activities

Opportunity to **contribute your knowledge** and **develop soft skills**

Connection with the **community**

Useful links & Contact

Application Deadline:
27th April 2021 23:59

1st come
1st interview

Contact Person:

Ms Michelle Ip
Tel: 2876-2437
Email: cip@hkcss.org.hk
Whatsapp: 5241-0129

www.cip.org.hk

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