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|  | **King’s College**  **Appeal for donation of King’s College Archives** |

Alumni, teachers &clerical staff are welcome to donate historical documents and artifacts, photographs, publications by King’s College and alumni etc. for the future establishment of the School History Museum.

Donors may bring their donated materials, together with completed donation record form, to the collection point as listed below.

Donation record form:

<http://www.kings.edu.hk/>

Collection Point:

King’s College

63A Bonham Road, Hong Kong.

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|  | **英皇書院**  **校史館徵集收藏品** |

歡迎校友、老師及職員捐贈有關學校歷史的文獻、文物、相片、英皇書院或校友出版的刊物等，作將來成立英皇書院校史館之藏品。

請將捐贈物品連同填妥的徵集表格，送到以下收集地點。

徵集藏品表格：

<http://www.kings.edu.hk>

收集地點：

英皇書院  
香港般咸道63號A

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|  | **英皇書院**  此欄只供校務處填寫  檔案編號: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **校史室徵集材料** |

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| **\*姓名** | **:** |  |  | **(\*必須填寫)** |
| **身份** | **:** | **□ 校友 □ 教職員工 □ 退休教職員工 □ 其他** | | |
| **畢業年份/在校年份** | **:** |  |  | **(例如: 2000-2001)** |
| **畢業班別** | **:** |  |  | **(例如: 5A 或 6B)** |
| **\*聯絡電話** | **:** |  |  | **(\*必須填寫)** |
| **\*聯絡電郵** | **:** |  |  | **(\*必須填寫)** |

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| **請選擇捐贈的材料：** | | |
| **A** | **實物** | **備註/說明** |
|  | **校園生活照片、影片、影帶/**  **課外活動照片、影片、影帶** | **不同時期的**  **(配以文字闡述較佳)** |
|  | **班會/畢業班出版的刊物和製作的紀念品** | **例如畢業同學錄、紀念品** |
|  | **學生在報刊公開刊登的文章的剪報** | **不同時期的** |
|  | **學生／學校／校友在報刊公開刊登的文本** | **包括繕犒和廣告等** |
|  | **學校通告** | **不同時期的** |
|  | **校徽／校章** | **不同時期的** |
|  | **體育短袖T恤 (社衣)和體育短褲** | **不同時期的** |
|  | **校隊運動套裝** | **不同時期的** |
|  | **學生領袖／學會襟章** | **不同時期的** |
|  | **社旗／校章** | **不同時期的** |
|  | **學生手冊** | **不同時期的** |
|  | **借書證** | **未電腦化的** |
|  | **學生證** | **未電腦化的**  **已電腦化的** |
|  | **成績表** | **手寫的／不同時期電腦打印的** |
|  | **習作／功課／試卷** | **有老師批改的** |
|  | **試卷** | **包括手寫的／用打字機打的／電腦打印的** |
|  | **校簿** | **不同時期的** |
|  | **學校刊物／通訊** | **不同時期的** |
|  | **獎狀／獎品／獎盃** | **包括校內和校外的** |
|  | **學校製作的紀念品** | **包括周年校慶的紀念品（呔、襟章等）** |
| **B** | **非實物** | **備註/說明** |
|  | **校友/老師/職員/工友的文字回憶** | **由校友/老師/職員/工友的親自撰寫敘述。**  **內容例如校園生活、學習、活動、師生關係的等。** |
|  | **校友/老師/職員/工友的口述歷史** | **校友/老師/職員/工友的提供錄音或攝錄配合文字闡述，內容同上例。** |

**如上述並沒有你希望捐贈材料的類別，請在這裡簡介你的材料。**

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For General Office Only

File Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **King’s College**  **Appeal for donation of King’s College archives**  **Donation Record Form** |

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| **\*Name** | **:** |  |  | **(\*required)** | |
| **Identity** | **:** | **□ Alumni □ Teaching Staff □ Clerical Staff □ Others** | | |
| **Year of Graduation** | **:** | **-** |  | **(e.g. 2000-2001)** | |
| **Class of Graduation** | **:** |  |  | **(e.g. 5A or 6B)** | |
| **\*Contact Number** | **:** |  |  | **(\*required)** | |
| **\*E-mail** | **:** |  |  | **(\*required)** | |

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| **Please indicate the material(s) to be donated：** | | |
| **A** | **Physical** | **Remarks:** |
|  | **Photo / Video of School Life / Extra-Curricula Activities** | **At different times**  **(Caption preferred)** |
|  | **Publications / Souvenirs produced by Class Committee / Graduation Class** | **E.g. Graduation Class Book, Souvenirs** |
|  | **Newspaper Clip of Published Students’ Article** | **At different times** |
|  | **Text of Published Students’ / School’s / Alumni Article on Newspaper** | **Including advertorial and advertisement** |
|  | **School Notice** | **At different times** |
|  | **School badge** | **At different times** |
|  | **PE Uniforms** | **At different times** |
|  | **Sport Suit of School Team** | **At different times** |
|  | **Student Leader / Club Badge** | **At different times** |
|  | **House Flag / House Badge** | **At different times** |
|  | **Student Handbook** | **At different times** |
|  | **Library Card** | **Not computerized** |
|  | **Student ID Card** | **Not computerized / Computerized** |
|  | **Examination Report** | **Hand-written / Printed by computer at different times** |
|  | **Assignment / Test / Exam Papers** | **Teacher-marked piece** |
|  | **Exam Papers** | **Hand-written / Printed piece (by typewriter or computer) included** |
|  | **School Exercise Book** | **At different times** |
|  | **School Publication / Notice / Circular** | **At different times** |
|  | **Certificates / Prizes / Medals / Shields / Cups / Trophies** | **Including internal or external prizes** |
|  | **Souvenir produced by School** | **Including Anniversary Souvenir (tie, badge etc.)** |
| **B** | **Non-physical** | **Remarks:** |
|  | **Written Memory from Alumni / Teacher / Staff** | **Written by Alumni / Teacher / Staff regarding school life, learning, activities, teacher-student relationships etc.** |
|  | **Spoken History from Alumni / Teacher / Staff** | **Audio or video clip with script regarding school life, learning, activities, teacher-student relationships etc.** |

**Please briefly describe your material(s) below if not listed.**

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