



The Department of Health

Joyful Fruit Month 2024 School Fruit Promotion Project

Hong Kong College of Cardiology -
School Healthy Eating Promotion Fund

Evaluation & Financial Report

Please submit this Evaluation & Financial Report together with all related documents below **in duplicates** by 15 June 2024 (Saturday). Original documents should be sent to the Hong Kong College of Cardiology while the duplicate copy should be sent to the Joyful Fruit Month Secretariat by mail, fax or email. Submitted information may be uploaded to related websites by the organisers for health promotion purpose. Personal data will be stored properly and kept confidential.

- Evaluation & Financial Report
- All receipts pending for reimbursement
- Activities related documents including publicity poster(s), photos, etc.
- Duplicate copy of “School Healthy Eating Promotion Fund Application Form” (please indicate the changes that have been made on the original proposal)

1. Hong Kong College of Cardiology (Original)
Secretariat of the School Healthy Eating Promotion Fund for School Fruit Promotion Project
Address: Room 1116, 11/F Bank of America Tower, 12 Harcourt Road, Central, Hong Kong
E-mail: enquiry@hkcchk.com
2. Joyful Fruit Month Secretariat, Department of Health (Copy)
Address: Unit A-D, 8/F, China Overseas Building, 139 Hennessy Road, Wan Chai, Hong Kong
Fax: 2772 2060
Tel: 2772 2012
E-mail: joyfulfruitmonth@dh.gov.hk

“Joyful Fruit Month - School Fruit Promotion Project”

Ref No. of Document (to be filled by Joyful Fruit Month Secretariat) :		() HPB/P2/2/1	
Name of School :			
Project Contact Person :		Position :	
Contact No. :		Email :	

Part A: Evaluation Report

A total of _____ fruit promotion activity/activities was/were conducted in the school year of 2023/24. The numbers of participants of each activity held were as follows:

Activity Name	No. of Participating Students	No. of Participating Teachers

Activity Evaluation by the Working Team

(Please circle the appropriate rating for each of the followings: 5 = strongly agree, 1= strongly disagree)

1. The activity achieved the expected objective(s)	5	4	3	2	1
2. The activity increased the knowledge of health benefits of fruit among students and teachers	5	4	3	2	1
3. The activity aroused students and teachers' interest and initiatives in eating fruit	5	4	3	2	1
4. The activity increased students and teachers' fruit consumption	5	4	3	2	1
5. The activity met the need of the target group	5	4	3	2	1
6. The activity achieved the targeted no. of participants	5	4	3	2	1
7. Participants were satisfied with the activity / activities	5	4	3	2	1
8. The overall arrangement of the activity / activities was good	5	4	3	2	1
9. Other Comments (e.g. room for improvement and recommendations)					

Photo(s) and Description(s) of the Project

<p>Photo 1 (Attach a activity photo)</p>	<p>Photo Description (Please use no more than 30 words in English)</p>
<p>Photo 2 (Attach a activity photo)</p>	<p>Photo Description (Please use no more than 30 words in English)</p>
<p>Photo 3 (Attach a activity photo)</p>	<p>Photo Description (Please use no more than 30 words in English)</p>

Part B: Financial Report

Ref. No. of Document (to be filled by Joyful Fruit Month Secretariat) :	() HPB/P2/2/1
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Actual Amount of Expenditure:

Receipt No.*	Item #	Amount HK\$
1.	(Fruit / Miscellaneous) [▲]	
2.	(Fruit / Miscellaneous) [▲]	
3.	(Fruit / Miscellaneous) [▲]	
4.	(Fruit / Miscellaneous) [▲]	
5.	(Fruit / Miscellaneous) [▲]	
Actual amount of expenditure:		

* Please mark a receipt number on each receipt. Sponsorship of fruit procurement should not exceed HKD\$1,600 and the delivery fee of materials will not be granted in this project.

In accordance with DH policies which discourage food as a reward, the sponsorship does not cover reimbursement for food items (except fruits) and drinks that are being used as a reward, or any items that may encourage students to take food that are high in fat, salt or sugar content, including gift coupons. In addition, sponsorship will not be granted for purchase of gift coupons of any kind or delivery fee of materials.. The decision made by HKCC and DH on reimbursement or otherwise shall be deemed final and irrevocable in case of any dispute.

▲ Delete where appropriate

Does your school obtain any sponsorship from other organisations?

No

Yes (Please specify the name of the organisation _____ and the respective amount _____.)

A total number of _____ receipts is attached herewith. All the receipts have been verified by the School and the entire sum was used for implementing the School Fruit Promotion Project. Please issue a crossed cheque for reimbursement to _____ (Name of the school bank account).

We shall arrange a school representative to collect the cheque in person.

We shall arrange courier to collect the cheque.

School Stamp

Signature of School Principal: _____

Name of School Principal: _____

Signature of Project Contact Person: _____

Name of Project Contact Person: _____

Date: _____