

## 會務回顧

## Matters of Administration in Retrospect

編輯部

Publication Department

外間以為編輯部工作，不是苗圃天地便是年報。無可厚非，擔當低調的後勤支援角色，這兩份刊物是最直接與大眾接觸的。苗圃天地是時事、綜合性月刊，需於限定時間內掌握會務發展；收集資助工作資料或國情未來動向；同時要綜合報導各活動花絮，需要各部門的全面的支援。而年報，於蒐集並整理全年資料已不再是一件難事，但如何以創新手法增添它的趣味性才是真正的挑戰。

你知道苗圃宣傳或籌款活動眾多；但你卻未必清楚當中各式各樣的新聞稿、報名表格、海報、宣傳單張、活動須知、網頁資料、紀念特刊，甚至印有苗圃徽章的物品等等，編輯部均需協助作最後的資料校對，確保與本會資助方向統一，資料無誤。

有見資料的重要性，未來的日子，編輯部以建立一個全面的資料庫，來協助各位更方便取得資訊為目標。

People may think that Publication Department is only responsible for the publication of Sowers Magazine and the Annual Report. Undoubtedly, being a low profile in logistical supporting role, these two publications are read by the public directly. Sowers Magazine is an integrated monthly magazine focusing current affairs. With time limitation, we have to grasp the development of association affairs, collect assistance information or country's condition in future. At the same time, we have to integrate and report activity features which need each department's cooperation. For Annual Report, although it is not difficult in collecting and sorting data, how to use a new approach to raise its interest becomes a real challenge.

You know there are many publicities or fund-raising activities in Sowers Action. But maybe you do not know Publication Department has to carry out final check in newsletters, application form, posters, promotion leaflets, activity notice, homepage information, special commemorative book and even the souvenir with our organisation's logo to ensure our assistance is unique and all the information is correct.

With the increase in the importance in data, Publication Department will build up a comprehensive data bank aiming at grasping information conveniently in future.

## 義工名單

## List of Volunteer

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