



二零一六年公益金便服日報名表格

Dress Casual Day 2016 Enrolment Form

WWW

- 本機構/本校將參加於二零一六年十月六日(星期四)舉行的「公益金便服日」,請提供以下物資作宣傳:
YES, please enrol us for Dress Casual Day 2016 to be held on Thursday, 6 October 2016 and provide the following materials for our internal promotion of the event:
- 海報 _____ 張 _____ pcs of poster(s) 電子版海報 Soft copy of the poster
- 本機構/本校未能於二零一六年十月六日舉行「公益金便服日」,但將另定於 _____ 年 _____ 月 _____ 日舉行此活動。
 Our organisation/school will **not** join Dress Casual Day on 6 October 2016, we will organise the event on _____.
- 本機構/本校未能參加「公益金便服日」,但願意捐助港幣 _____ 元作響應。
 Our organisation/school will **not** participate in this event, but we would like to support by making a donation of HK\$ _____.

請用英文正楷填寫 Please complete this form in BLOCK LETTERS.

機構/學校資料 Organisation / School Information

1. 名稱 (中文)
 Name (Chinese) : _____
 (英文)
 (English) : _____
2. 地址
 Address : _____

聯絡人 Contact Person

3. 姓名 (英文) 4. 職銜 (英文)
 Name : Mr/Ms/Mrs _____ Position : _____
5. 電話 6. 電郵地址 7. 圖文傳真
 Telephone : _____ E-mail Address : _____ Facsimile : _____

其他資料 Other Information

8. 僱員/教職員/學生總人數 9. 估計善款總數
 No. of Employees/Staff/Students : _____ Estimated Amount of Donation : _____
10. 估計參加人數 *紀念標貼將按估計參加人數派發
 Estimated No. of Participants : _____ * Stickers will be distributed according to the estimated no. of participants
11. 本機構/本校希望將善款 Our organisation/school would like our donations
 由公益金自行分配予會員機構 to be distributed by Chest to member agencies
 撥捐以下一項服務 to be designated to **one** of the following services #
- 兒童及青年服務 Children & Youth Services 社區發展及其他服務 Community Development & Other Services
 安老服務 Elderly Services 家庭及兒童福利服務 Family and Child Welfare Services
 醫療及保健服務 Medical & Health Services 復康及善導服務 Rehabilitation & Aftercare Services
 其他服務,請註明 Other Services, please specify: _____

有關公益金資助之社會福利服務詳情,可瀏覽公益金網頁。

For detailed information of the social welfare services supported by the Chest, please visit our website www.commchest.org.

12. 公益金將以電郵或傳真通知 貴機構/學校有關領取/送遞公益金便服日宣傳物資之安排。A notice will be sent to your organisation/school by email or fax for the collection / delivery of Dress Casual Day promotional materials.

- 本機構/本校將派員到公益金辦事處領取公益金便服日宣傳物資。Our organisation/school will collect the promotional materials from the Chest office.
- 請將宣傳物料送抵本機構/本校*。Please deliver the promotional materials to our organisation/school (只適用於二零一六年九月二十一日前報名之機構/學校 Delivery Service will be offered to those who enrol before 21 September 2016).

*送遞地址如與上述不同,請致電2599 6124 與公益金辦事處聯絡。Please contact 2599 6124 if the delivery address is different from the above.

Mr/Ms/Mrs _____
 機構/學校負責人/代表姓名 職銜 Position 簽署 Signature
 Name of Chief Executive / Principal / Representative

請將填妥之表格電郵或傳真至公益金辦事處 Please return the completed form by email or fax to the Chest office:

洗穎詩小姐 Ms Jayne Sin / 徐玉靈小姐 Ms Morane Tsui

電話 Tel: 2599 6127 / 2599 6124

地址 Address: 香港灣仔告士打道三十九號夏慤大廈十八樓一八零五室

傳真 Fax: 2506 1201/2506 1267

電郵地址 E-Mail: dress@commchest.org

網址 Website: www.commchest.org

- 公益金將會用上述資料與 貴機構/團體保持聯絡,定期介紹公益金的各項籌款活動、宣傳及推廣事宜、定期通訊、義工服務、意見收集、鳴謝及發出捐款收據之用。如 貴機構/團體不願意繼續收到公益金的活動資料,請於方格內加上✓號並將此表格交回公益金辦事處。Data collected will be used to keep your Company / Organisation updated with The Community Chest's fund-raising events, marketing & promotional activities, newsletters, volunteer services, surveys to collect donor opinions, donor acknowledgement and receipt issuance. If your Company / Organisation does not wish to receive information on the Chest's future activities, please check the box and send this form to the Chest office.