



Dress Special Day 2010

Guidelines for Participation

ENROLMENT

You can enrol online or fill in the attached Enrolment Form and email / fax it back to the Chest office.
(Website: www.commchest.org; Email: dress@commchest.org; Fax no. 2506 1201 or 2506 1267)

For those who enrol before ***Wednesday, 15 September 2010***, the name of Organisation will be listed in our acknowledgement advertisements in major newspapers on the event day.



NOTIFICATION

A Notice will be sent to your Organisation by email / fax about the collection / delivery of promotional materials such as posters and stickers.

If you do not receive any information from us **2 weeks** prior to the event, please contact us at 2599 6104 / 2599 6112.



PUBLICITY

Publicise the event by displaying poster and through intranet to appeal for support.

All participants can enjoy various attractive discount offers while supporting for a worthy cause.



FUND RAISING

Each participant raises or donates **HK\$60** or more (**no minimum is set for students**) to take part.

Organisations are most welcome to top up staff contribution to encourage participation.

Your organisation can choose to designate your donations to a particular social service supported by the Chest.



EVENT DAY – Tuesday, 28 September 2010

Go to work in your own way and put on the Dress Special Day sticker.

Take pictures to capture the fun moments and send them to the Chest office to join the Photo Competition.



DONATION COLLECTION

Co-ordinator consolidates the donation and completes the *Donation Summary Form*.



DONATION METHOD

(i) Write a crossed cheque payable to “The Community Chest of Hong Kong”; or

(ii) Deposit the donations into the Chest’s bank account (HSBC: 002-325363-002) and ask the teller to type “**DSD - organisation name**” on the narrative field of pay-in slips.

Please send in the *donation, Donation Summary Form* and *Donation Record Form(s)* to the Chest Office **within one month** from the event day.



OFFICIAL RECEIPTS

Official receipts will be issued to donors who contribute HK\$100 or above.



AWARDS

All participating organisations will have a chance to compete for the following awards:

Top Fund-raiser Award

Highest Participation Rate Award

Highest Per Capita Contribution Award

Highest Donation Increment Award

Show you care by what you wear !
PLEASE ENROL NOW!