



Dress Casual Day 2017

Guidelines for Participation

ENROLMENT

You can fill in the attached Enrolment Form and email / fax it back to the Chest office or complete the online Enrolment Form
(Website: www.commchest.org; Email: dress@commchest.org; Fax no. 2506 1201).
For those who enrol on or before **Wednesday, 27 September 2017**, the name of School will be listed in our acknowledgement advertisement in a Chinese newspaper on the event day.



NOTIFICATION

A Notice will be sent to your School 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 6127 / 2599 6124.



PUBLICITY

Publicise the event by displaying poster and through intranet to appeal for support.
You are welcome to join the **Photo Competition**.



FUND RAISING

Each participant raises or donates **HK\$60** or more (**no minimum is set for student**) to take part.
Your school can choose to designate your donations to a particular social service.



DRESS CASUAL DAY SOUVENIR

Donor who contributes HK\$100 or above will receive one limited edition souvenir, while stocks last.



EVENT DAY – Thursday, 12 October 2017

Go to school in casual wear and put on the Dress Casual Day sticker.
Take pictures to capture the fun moments and post them via Instagram or Facebook (#WEARIAM) or 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 accounts
[Bank of China (Hong Kong): 012-874-0-008588-4 or Hang Seng Bank: 280-157553-001].
Please send in the *donation, Donation Summary Form* and *Donation Record Form(s)* to the Chest Office **within one month** after the event day.



OFFICIAL RECEIPTS

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

** If your School cannot join us on 12 October 2017, please choose another day which will suit your School Calendar, such as post-exam activity day, school picnic or Christmas party etc.*

PLEASE ENROL NOW!