



# 公益金便服日報名表格

## Dress Casual Day Enrolment Form

WWW

- 本機構 / 本校將參加於二零一九年十月十日(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 2019 to be held on Thursday, 10 October 2019 and provide the following material for our internal promotion of the event:**
- 海報 poster(s) \_\_\_\_\_ 張 pcs (電子版海報於九月中下旬活動網站啟用後可供下載。 e-poster would be available for download in mid-late September at our event website.)
- (此欄只適用於學校填寫 *For schools only*)  
 本校未能於二零一九年十月十日舉行「公益金便服日」, 但將另定於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日舉行此活動。  
 Our school will not join Dress Casual Day on 10 October 2019, 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. 中文名稱 Name in Chinese: \_\_\_\_\_  
 英文名稱 Name in English: \_\_\_\_\_
2. 地址 Address: \_\_\_\_\_  
 \_\_\_\_\_
3. 負責人姓名 Person-in-charge: Mr/Ms/Mrs \_\_\_\_\_ 4. 職銜 Position: \_\_\_\_\_

### 活動聯絡人 Event Coordinator

5. 姓名 (英文) Name : Mr/Ms/Mrs \_\_\_\_\_ 6. 職銜 (英文) Position : \_\_\_\_\_
7. 電話 Telephone: \_\_\_\_\_ 8. 電郵地址 E-mail Address: \_\_\_\_\_ 9. 圖文傳真 Facsimile: \_\_\_\_\_

### 其他資料 Other Information

10. 僱員/學生總人數 No. of Employees/Students: \_\_\_\_\_ 11. 估計善款總數 Estimated Amount of Donation: \_\_\_\_\_
12. 估計參加人數\* Estimated No. of Participants\*: \_\_\_\_\_  
 \*紀念標貼將按估計參加人數派發 *Stickers will be distributed according to the estimated no. of participants*
13. 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#
- |  |   |
|--|---|
| <input type="checkbox"/> 兒童及青年服務 Children & Youth Services               | <input type="checkbox"/> 社區發展及其他服務 Community Development & Other Services |
| <input type="checkbox"/> 安老服務 Elderly Services                           | <input type="checkbox"/> 家庭及兒童福利服務 Family and Child Welfare Services      |
| <input type="checkbox"/> 醫療及保健服務 Medical & Health Services               | <input type="checkbox"/> 復康及善導服務 Rehabilitation & Aftercare Services      |
| <input type="checkbox"/> 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 [https://www.commchest.org/zh\\_hk/projects/member\\_agency](https://www.commchest.org/zh_hk/projects/member_agency)  
 For detailed information of the social welfare services supported by the Chest, please visit our website [https://www.commchest.org/en/projects/member\\_agency](https://www.commchest.org/en/projects/member_agency)

14. 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宣傳物資。Collect the promotional materials from the Chest office.
- 請將宣傳物資送抵本機構 / 本校^。Please deliver the promotional materials to our organisation / school^.
- 送遞地址 (如與上述不同) Delivery address (if different from above): \_\_\_\_\_

**^只適用於二零一九年九月二十五日或之前報名之機構 / 學校。Only apply to those organisation/school who enrol on or before 25 September 2019.**

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:

電話 Tel: 2599 6124 / 2599 6127

傳真 Fax: 2506 1201 / 2506 1267

電郵地址 E-Mail: [dress@commchest.org](mailto:dress@commchest.org)

網址 Website: [www.commchest.org](http://www.commchest.org)

地址: 香港灣仔告士打道三十九號夏慤大廈十八樓一八零五室

Address: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong

- 公益金將會用上述資料與 貴機構/學校保持聯絡, 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/學校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 Organisation/School 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 Organisation/School does not wish to receive information on the Chest's future activities, please check the box and send this form to the Chest office.