



Dress Casual Day 2019

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 / 2506 1267)

For those who enrol on or before **Wednesday, 25 September 2019**, the name of Organisation / School will be listed in our acknowledgement advertisement in a major Chinese newspaper on the event day.



NOTIFICATION

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



PUBLICITY

Publicise the event by displaying poster and through intranet to appeal for support. You are welcome to use the AR Camera specially designed for Dress Casual Day and join the **Photo Sharing Campaign[#]**.



FUND RAISING

Each participant raises or donates **HK\$70** 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/ School can choose to designate your donations to a particular social service supported by the Chest.



DRESS CASUAL DAY SOUVENIR

Donor who contributes **HK\$100** or above will receive a limited edition A4 plastic folder while stocks last.



EVENT DAY – Thursday, 10 October 2019*

Go to work / school in your favourite casual wear and put on the Dress Casual Day sticker.

Take pictures using the Dress Casual Day AR Camera to capture the fun moments and upload them to your personal Facebook or Instagram account, with the hashtag #weartogo, and set as a public post, you will stand a chance to **win a prize and a surprise gift for your friend[#]**.



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 **bank-in slip(s) or Cheque(s), Enrolment Form, Donation Summary Form and Donation Record Form(s)** to the Chest Office by post / email **within one month** after the event day.







OFFICIAL RECEIPTS

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

PLEASE ENROL NOW!

*If your School cannot join us on **10 October 2019**, please choose another day which will suit your School Calendar, such as post-exam activity day, school picnic or Christmas party etc.

[#]Details of Dress Casual Day AR Camera and Photo Sharing Campaign will be announced in September 2019 on Dress Casual Day 2019 official website, Facebook Page  [commchestHK](https://www.facebook.com/commchestHK)  and Instagram  [commchesthk](https://www.instagram.com/commchesthk)  of The Community Chest of Hong Kong.