



# Dress Casual Day 2020

## 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](http://www.commchest.org); Email: [dress@commchest.org](mailto:dress@commchest.org); Fax no.: 2506 1201 / 2506 1267)

For those who enrol on or before **Friday, 16 October 2020**, 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 Facebook / Instagram Story Filter specially designed for Dress Casual Day and join the **Photo Sharing Campaign**<sup>#</sup>.



### 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 multi-use holder while stocks last.



### EVENT DAY – Thursday, 29 October 2020\*

Put on your favorite casual wear to work / learn for a good cause, whether you are at office / at school / at home. Take pictures using the Dress Casual Day Facebook / Instagram Story Filter to capture the fun moments and upload them to your personal account, with the hashtag #wewewearwear and set as a public post, you will stand a chance to **win a prize**<sup>#</sup>.



### DONATION METHOD & COLLECTION

Participants can donate to the Chest by the following methods:

- (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**]; or
- (iii) use the e-wallet / mobile app which supports FPS to input the FPS ID of Chest (**1034495 or 1902584**) / scan the QR code below to make donation.



Enable the QR code scanner of your mobile banking app or e-wallet

Co-ordinators should consolidate all donations and send in the **payment reference(s) or cheque(s)**, together with **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 will be issued to donors who contribute HK\$100 or above.

## PLEASE ENROL NOW!

\*If your School cannot join us on 29 October 2020, please choose another day which will suit your School Calendar, such as post-exam activity day, school picnic or Christmas party etc.

<sup>#</sup>Details of Photo Sharing Campaign will be announced in October 2020 on Dress Casual Day 2020 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.