Notes for the Teachers / Supervisors-in-charge

Prior to the Event

1. Before distributing materials to the flag sellers, please explain the “Briefing Notes to Flag Sellers” (next page) and
   - emphasize the importance of trust given by the general public to The Community Chest and flag sellers when they appeal for donations.
   - encourage them to make efforts in flag selling activity and to contribute to the society.

2. Please distribute the following materials to each flag seller:
   a. One set of flag selling materials
      i) one “volunteer” sticker (Flag sellers should put on the volunteer stickers prominently on flag day for easy identification)
      ii) one donation bag
      iii) six sheets of flags
   b. Donation bag serial number label (Please stick the number label beneath the coin insertion slot of the donation bag as below)

   c. “Instruction to flag seller” (Please ask the flag sellers to write down the address of the designated collection bank and flag selling district)

3. Please allocate flag sellers in small groups within the assigned district and supervise flag sellers during the day so that you could offer timely support and guidance to the flag sellers.

   All flag sellers are covered by Insurance

After the Event

1. Please mark the numbers of unused donation bags on the “Remaining Materials Reply Form” and email or fax it to the Chest office (Email: flagday@commchest.org / Fax: 2506 1201) before 21 November 2017.

2. All the remaining materials (including donation bags and flags) must be returned to the Chest Office. Do not destroy or dispose any remaining materials.

3. To help Chest to record the participation rate and other awards, please count the number of “Certificate of Appreciation” and “Certificate of Merit” obtained by volunteers. This report should be sent to the Chest office (Email: flagday@commchest.org / Fax: 2506 1201) before 30 November 2017.

4. Awards will be presented to the outstanding schools / organisations to recognize their efforts.

For any queries, please contact Ms Daisy Liu (Tel: 2599 6121) or Ms Karen Tse (Tel: 2599 6137)
Briefing Notes to Flag Sellers

Prior to the Event

1. Teachers / Supervisors-in-charge are requested to explain to flag sellers that this activity is to raise funds for 161 social welfare member agencies supported by The Community Chest of Hong Kong. Flag sellers can start flag selling at as early as 7:30 am on Saturday, 18 November so as to capture more people when they are on the way to work.

2. Flag sellers must put on the volunteer stickers (see diagram) prominently before they start to sell flags.

3. Flag sellers must return donation bags to designated banks before 12:00 noon on the event day.

4. Flag sellers must be aged 14 or above. Participants below 14 must be accompanied by parents / guardians.

5. To acknowledge the efforts made by the volunteers, a “Certificate of Appreciation” will be given to each flag seller when they return their donation bags to the collection banks. “Certificate of Merit” will be given to those flag sellers who achieve outstanding results (i.e. fill up the donation bag to reach the white line or above).

6. For those who have assigned to sell flags inside MTR Stations, it is necessary for them to report to Duty Staff when they arrive, and for safety concern please stay away from the entry / exit gates.

During the Event

1. Flag sellers are recommended to wear uniform and speak in a friendly manner, “Sir / Madam, please buy a flag for the benefit of The Community Chest”. After the donor puts in the donation, please say “Thank you!”

2. Flag sellers should spread out and no more than two flag sellers should appeal together to avoid duplication of efforts.

3. Flag sellers should not insert donations on behalf of the donors, but to indicate the different slots for inserting banknotes and coins to the donors (see diagram).

4. Parents / guardians of flag sellers aged under 14 are suggested to hold the donation bags while the children can tear out the flags and pass it to the donors.

5. As the flags bear the Chest logo which is solely designed for The Community Chest Flag Day, it should not be used for other purpose. Please ask flag sellers to return the donation bags and unused flags to the collection banks on the event day.

6. Please do not cause nuisance in public places or obstruction on traffic.

7. Please do not sell flags on public transportation vehicles.

8. In the case of damaged donation bags, flag sellers can get a spare bag at the collection banks.

9. If all the flags are sold out or donation bag is full before 11:30 am, flag sellers can request extra ones at the collection banks.

All donations collected in the donation bags are based on the trust given by the general public to the Community Chest and all participating volunteers. If the donation bag is lost / stolen, please report to the Police at once, then call the Chest office at 2599 6121 / 2599 6137.