



## Method of Participation for Organisations

### How to organise a Walk Team

#### ENROL

You can form a walk team if you have over 15 participants and pre-registration is required. Please download the [Organisation Reply Form](#) and return it to the Chest office by fax or by email, or click [here](#) to enroll online.

If your team raises HK\$50,000 or more, your team will be invited as a **VIP team**. Two team leaders and fifteen team representatives of your team will be invited to line up at the VIP Team Representative Line Up Area to attend the Starting Ceremony.



#### CONFIRM

The Chest office will contact the team co-ordinator for collection of promotional materials. You may [download](#) the sponsor form from our website.



#### UNIFORM

Participating teams can arrange uniforms and banners for team members as a form of identity for publicity purposes.



#### RAISE FUNDS

The Community Chest encourages walkers to solicit sponsorship from their colleagues, friends and relatives.



#### WALK DAY

Walk along with your friends and relatives for a good cause.



#### COLLECT DONATIONS

Collect donations from your sponsors after the Walk.



#### PROCESS DONATIONS

- (i) You can make cash donation to **The Community Chest of Hong Kong** via 7-Eleven outlets (upper limit per transaction: HK\$5,000); or
- (ii) make donation through "ATM" and "JETCO";
- (Please select "Bill Payment" or "Others" and then "Donation to The Community Chest"); or
- (iii) send in donation with a crossed cheque made payable to "**The Community Chest of Hong Kong**"; or
- (iv) deposit your donation into the [Chest's bank accounts](#) at

Bank of China (Hong Kong), The Bank of East Asia or Hang Seng Bank.

Please forward the transaction record(s), ATM / JETCO transfer slip(s), crossed cheque(s) or original bank-in slip(s) together with the sponsor forms to the Chest office through your team co-ordinator before the submission deadline on **Friday, 9 March 2018**.



#### OFFICIAL RECEIPTS

Official receipts will be issued to donors who donate HK\$100 or more.

**Let's enrol before 14 December 2017!**

\*The spectator stands and VIP Line Up Area inside HK Stadium are available on a first-come-first-served basis. Please act now!