



# 公益行善「折」食日 SKIP LUNCH DAY 2016

為公益金資助之「露宿者、籠屋及板間房居民服務」籌款

To benefit "Services for Street Sleepers, Residents in Cage Homes and Cubicles" supported by The Community Chest

## 回條 Reply Form

- 本機構將參加 2016年3月18日(星期五)舉行的公益行善「折」食日。  
YES, we will participate in Skip Lunch Day to be held on Friday, 18 March 2016.  
 海報 No. of poster \_\_\_\_\_ 張 pcs       電子版海報 Soft copy of the poster
- 本機構將捐款港幣 \_\_\_\_\_ 元支持公益行善「折」食日,但不需要「折」食日愛心券。  
YES, we will support Skip Lunch Day by making a donation of HK\$ \_\_\_\_\_ but we **DO NOT NEED** any Skip Lunch Day Coupon.

請用**正楷**填寫 Please complete in **BLOCK LETTERS**. Thank you!

### 機構資料 Organisation's Information

機構名稱 (中文)  
Name of Organisation (Chinese): \_\_\_\_\_

(英文)  
(English): \_\_\_\_\_

地址  
Address: \_\_\_\_\_

機構/部門負責人 職銜  
Head of Organisation/Dept: \_\_\_\_\_ Position: \_\_\_\_\_

活動聯絡人 職銜  
Event Co-ordinator: \_\_\_\_\_ Position: \_\_\_\_\_

電話 圖文傳真 電郵地址  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

僱員人數 估計參加人數 估計善款總數  
No. of Employees: \_\_\_\_\_ Estimated No. of Participants: \_\_\_\_\_ Estimated Donation Amount: \_\_\_\_\_

估計所需愛心券數量 確實僱員所需愛心券數量 轉贈予公益金受惠者的愛心券數量(如適用)  
Estimated No. of Coupons: \_\_\_\_\_ Confirmed No. of Coupons required by employees: \_\_\_\_\_ No. of Coupons to be donated to the Chest's beneficiaries (if applicable) \_\_\_\_\_  
\_\_\_\_\_ 張 pcs      \_\_\_\_\_ 張 pcs      \_\_\_\_\_ 張 pcs

### 備註 Remarks:

- 請於2016年3月4日或之前遞交回條並落實所需愛心券數量。愛心券數量有限,以先到先得方式處理,送完即止。  
Please confirm the required number of Skip Lunch Day Coupon on or before 4 March 2016 by returning the Reply Form. Coupons will be distributed on a first-come, first-served basis while stock lasts.
- 公益金將以電郵/傳真確認收妥 貴機構的回條,請於收到公益金的確認後,方可把善款存入公益金之戶口或把抬頭書寫「香港公益金」的劃線支票寄回公益金辦事處。公益金將於三月中通知各機構有關領取愛心券之安排。  
The Chest office will send a confirmation to the participating organisations by email / fax upon receiving the Reply Form. **After receiving confirmation from the Chest, you can deposit your donation into the Chest's account or make cheque payable to "The Community Chest of Hong Kong" and send it to the Chest office.** The Chest office will notify the participating organisations on the collection of coupons in mid March.

請將填妥之回條電郵、傳真或寄回公益金辦事處  
莊殷婷小姐 / 黃加蕙小姐  
電話: 2599 6124 / 2599 6188 傳真: 2506 1201  
電郵地址: [denise@commchest.org](mailto:denise@commchest.org) / [winter@commchest.org](mailto:winter@commchest.org)

Please return the completed form to the Chest office by email, fax or mail  
Ms Denise Chong / Ms Winter Wong  
Telephone: 2599 6124 / 2599 6188 Fax: 2506 1201  
Email: [denise@commchest.org](mailto:denise@commchest.org) / [winter@commchest.org](mailto:winter@commchest.org)

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