



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 coordinator 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 Chest 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, ATM / JETCO transfer slip, crossed cheque or original bank-in slip together with the sponsor forms to the Chest office through your team co-ordinator.



OFFICIAL RECEIPTS

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

Let's enrol before 8 December 2016!

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