



# 二零一四年公益金便服日報名表格 Dress Casual Day 2014 Enrolment Form

WWW

- 本機構/本校將參加於二零一四年九月三十日(星期二)國慶日前夕舉行的「公益金便服日」,請提供以下物資作宣傳:  
YES, please enrol us for Dress Casual Day 2014 to be held on **Tuesday, 30 September 2014, the day before National Day** and provide the following materials for our internal promotion of the event:
- 海報 \_\_\_\_\_ 張 \_\_\_\_\_ pcs of poster(s)       海報電子版本 Soft copy of the poster
- 本機構/本校未能於二零一四年九月三十日舉行「公益金便服日」,但將另定於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日舉行此活動。  
Our organisation/school will **not** join Dress Casual Day on 30 September 2014, we will organise the event on \_\_\_\_\_.
- 本機構/本校未能參加「公益金便服日」,但願意捐助港幣\_\_\_\_\_元作響應。  
Our organisation/school will **not** participate in this event, but we would like to support by making a donation of HK\$\_\_\_\_\_.

**請用英文正楷填寫 Please complete this form in BLOCK LETTERS. Thank you!**

## 機構/學校資料 Organisation / School Information

1. 名稱 (中文)  
Name (Chinese) : \_\_\_\_\_  
(英文)  
(English) : \_\_\_\_\_
2. 地址  
Address : \_\_\_\_\_

## 聯絡人 Contact Person

3. 姓名 (英文)  
Name : Mr/Ms/Mrs \_\_\_\_\_
4. 職銜 (英文)  
Position : \_\_\_\_\_
5. 電話  
Telephone : \_\_\_\_\_
6. 電郵地址  
E-mail Address : \_\_\_\_\_
7. 圖文傳真  
Facsimile : \_\_\_\_\_

## 其他資料 Other Information

8. 僱員/職員/學生總人數  
No. of Employees/Staff/Students : \_\_\_\_\_
9. 估計善款總數  
Estimated Amount of Donation : \_\_\_\_\_
10. 估計參加人數  
Estimated No. of Participants : \_\_\_\_\_  
*\*紀念標貼將按估計參加人數派發*  
*\* Stickers will be distributed according to the estimated no. of participants*
11. 本機構/本校希望將善款 Our organisation/school would like our donations
- 由公益金自行分配予會員機構 to be distributed by Chest to its member agencies
- 撥捐以下一項服務 to be designated to one of the following services #
- 兒童及青年服務 Children & Youth Services       社區發展及其他服務 Community Development & Other Services
- 安老服務 Elderly Services       家庭及兒童福利服務 Family and Child Welfare Services
- 醫療及保健服務 Medical & Health Services       復康及善導服務 Rehabilitation & Aftercare Services
- 其他服務,請註明 Other Services, please specify: \_\_\_\_\_

# 有關公益金資助之社會福利服務詳情,可瀏覽公益金網頁。

For detailed information of the social welfare services supported by the Chest, please visit our website [www.commchest.org](http://www.commchest.org).

12. 公益金將以電郵或傳真通知 貴機構/學校有關領取/送遞公益金便服日宣傳物料之安排。A notice will be sent to your organisation/school by email or fax for the collection / delivery of Dress Casual Day promotional materials.

本機構/本校將派員到公益金辦事處領取公益金便服日宣傳物料。Our organisation/school will collect the promotional materials from the Chest office.

請將宣傳物料送抵本機構/本校\*。Please deliver the promotional materials to our organisation/school (只適用於二零一四年九月十六日前報名之機構/學校 Delivery Service will be offered to those who enrol before 16 September 2014).

\*送遞地址如與上述不同,請致電 2599 6124 與公益金辦事處聯絡。Please contact 2599 6124 if the delivery address is different from the above.

Mr/Ms/Mrs \_\_\_\_\_

機構/學校負責人/代表姓名

Name of Chief Executive / Principal / Representative

職銜 Position

簽署 Signature

**請將填妥之表格電郵或傳真至公益金辦事處 Please return the completed form by email or fax to the Chest office:**

曾愷呈小姐 Ms Stephanie Tsang

電話 Tel: 2599 6124

地址 Address: 香港灣仔告士打道三十九號夏慤大廈十八樓一八零五室

Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong

傳真 Fax: 2506 1201 / 2506 1267

電郵地址 E-Mail: [dress@commchest.org](mailto:dress@commchest.org)

網址 Website: [www.commchest.org](http://www.commchest.org)

- 公益金將會用上列資料與貴機構/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.