



# ***Dress Casual Day 2014***

## **Guidelines for Participation**

### **ENROLMENT**

You can fill in the attached Enrolment Form and email / fax it back to the Chest office.  
(Website: [www.commchest.org](http://www.commchest.org); Email: [dress@commchest.org](mailto:dress@commchest.org); Fax no. **2506 1201**)  
For those who enrol before ***Tuesday, 16 September 2014***, the name of School will be listed in our acknowledgement advertisement in major newspapers on the event day.



### **NOTIFICATION**

A Notice will be sent to your School by email / fax about the collection / delivery of promotional materials such as posters and stickers.  
If you do not receive any information from us **2 weeks** prior to the event, please contact us at 2599 6124.



### **PUBLICITY**

Publicise the event by displaying poster and through intranet to appeal for support.  
All participants can enjoy various attractive discount offers while supporting for a worthy cause.  
Your school is welcome to join the **Photo Competition**.



### **FUND RAISING**

Each participant raises or donates **HK\$60** or more (**no minimum is set for student**) to take part.  
Your school can choose to designate your donations to a particular social service.



### **EVENT DAY – Tuesday, 30 September 2014, the day before National Day**

Go to school in casual wear and put on the Dress Casual Day sticker.  
Take pictures to capture the fun moments and send them to the Chest Office to join the Photo Competition.



### **DONATION COLLECTION**

Co-ordinator consolidates the donation and completes the *Donation Summary Form*.



### **DONATION METHOD**

(i) Write a crossed cheque payable to “The Community Chest of Hong Kong”; or  
(ii) Deposit the donations into the Chest’s bank accounts  
[Bank of China (Hong Kong): 012-874-0-008588-4 or Hang Seng Bank: 280-157553-001].  
Please send in the *donation, Donation Summary Form* and *Donation Record Form(s)* to the Chest Office **within one month** after the event day.



### **OFFICIAL RECEIPTS**

Official receipts will be issued to donors who contribute HK\$100 or above.



### **AWARDS**

All participating organisations will have a chance to compete for the following awards:  
Top Fund-raiser Award                      Highest Participation Rate Award  
Highest Per Capita Contribution Award    Highest Donation Increment Award

*\* If your School cannot join us on 30 September 2014, please choose another day which will suit your School Calendar, such as post-exam activity day, school picnic or Christmas party etc.*

***PLEASE ENROL NOW!***