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**; Email: **dress@commchest.org**; Fax no. **2506 1201** or **2506 1267**)
For those who enrol before ***Tuesday, 16 September 2014,*** the Organisation name will be listed in our acknowledgement advertisement in newspapers on the event day.

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NOTIFICATION
A Notice will be sent to your Organisation 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.

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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.
Organisations are also welcome to join the **Photo Competition**.

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FUND RAISING
Each participant raises or donates **HK$60** or more (**no minimum is set for students**) to take part.
Organisations are most welcome to top up staff contribution to encourage participation.
Your Organisation can choose to designate your donations to a particular social service supported by the Chest.

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EVENT DAY – Tuesday, 30 September 2014, the day before National Day
Go to work in your favourite 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.

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

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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.

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

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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

Show you care by what you wear !
PLEASE ENROL NOW!