



The Community Chest Flag Day 2026 – Guideline for Participation

Street Flag Sale

Enrollment

- State the number of participants and a preferred flag selling district **before 25 September (Fri)** through enrolment form (Enrolment is on first-come-first-served basis. Please note that number of participants and flag selling districts are restricted by the availability of depots. All matters and disputes would be subject to the final decision of the Chest)
- Reply slip for confirmation of participants, Instructions and promotional materials will be sent to your school / organisation by post. If you do not receive any information **within 10 working days upon enrollment**, please contact the Chest office

Recruitment

Recruit volunteers

(Participants aged under 14 **must be** accompanied by their parents/guardians)

Confirm Number of Volunteers

- To fully utilize each donation bag, please inform the Chest if there is a decrease in the number of volunteers through the reply slip **by 7 October (Wed)**.
- As number of volunteers in each district is restricted by the availability of depots, it could only be increased if situation allows

Location of Depot and Other Important Note

Location of depot and other important notes will be received in mid-October through E-mail. Notify each volunteer of those important information

Materials Distribution

- Flag selling materials (as listed below) and info kit will be delivered to schools/ organisations **within 2 weeks before event day** (Schools/organisations with volunteers less than 20 are required to collect the materials at Chest office)
- **Stick the "Serial number label" enclosed in the info kit next to the money notes insertion slot of the donation bag respectively. Make sure both "Serial number label" and "QR Code & Charitable Fund-raising logo" are affixed on each donation bag.**
- Distribute the following materials to each volunteer and keep a record of the volunteers' name, contact number on event day and their corresponding donation bag serial number for emergency contact and future reference:
 1. One set of flag selling materials
 - a. 1 donation bag
 - b. 15 sheets of flag stickers (240 stickers in total)
 2. One "Volunteer sticker" (Put it on for easy identification on event day)
 3. One "Instructions to Flag Sellers" (Read carefully before event day)

Event Day

Date: 14 November 2026 (Saturday)

Time: 7:30 am - 12:00 nn

- Supervise volunteers during the day to offer timely support
- Depot will begin service **at 9:30 am**. Flag sellers **MUST return the donation bags and unused flag stickers to the designated depot before 12:00 noon**. Volunteers may arrive at the depot earlier to avoid long queuing time
- A certificate will be given to volunteer as a token of appreciation
- All the used donation bags **MUST** be returned to the designated depot **before 12:00 nn**
- All the remaining unused materials should be either returned to the depot before 12:00 nn on event day or to the Chest office **within 2 weeks** after consolidation by school / organisation

After Event Day

- Mark all the unused donation bags on the "Statistic Report" in the info kit and send it to the Chest office **on or before 17 November 2026** through email or fax for Chest's follow-up and awardee identification

The Award Presentation Ceremony will be held **in April or May** of the following year

Gold Flag Sale

Enrollment

Enroll **before 25 September (Fri)**

Materials Distribution

- Event details, a designated QR code for online donation, "Donation Record Form" and "Statistics Reply Form" will be sent to school / organisation **through E-mail by mid-October**. Please contact the Chest office if no materials are received.
- Distribute event information and donation methods through E-notice system of your intranet. Feel free to print out hard copies of the reply slip if necessary

Donation Method

1. Prepare a crossed cheque payable to "The Community Chest of Hong Kong"
 2. Deposit the donations into the Chest's bank accounts:

Bank of China (Hong Kong)	031-349-0-024366-6
The Bank of East Asia, Limited	015-514-10-24793-5
Hang Seng Bank	367-6-004678
 3. Make online donation through the designated QR code. Online payment method includes:
 - Visa, MasterCard
 - BoC Pay, UnionPay QR code
 - AlipayHK
 - WeChat Pay HK
 - FPS
 - PayMe
- Participants please provide Name on Receipt, Donation Amount and Payment Method through the E-notice system of intranet. Please write down their name, class and class no. (if applicable) at the back of the crossed cheque or bank-in slip before passing it to school/organisation for consolidation
 - Official receipts will be issued for donations of HK\$100 or above. E-receipts/ hard copies will be sent to donors separately for online payments. For other payments, receipt hard copies will be mailed to school/organisation by post for distribution

Donations Collection

- If cash is collected, please deposit the donations into Flag Day's bank account and write down the name of school / organisation, contact person and contact number at the back before passing on to the Chest office
- Fill in the "Donation Record Form" for Chest's follow-up and receipt arrangement
- Complete the "Gold Flag Statistics Reply Form" for awardees identification
 - Total amount of donations collected
 - Total no. of participants
 - Top 3 donors
- Send the donations (Crossed cheque and bank-in slips) together with the "Donation Record Form" and "Statistics Reply Form" to the Chest office **on or before 4 December (Fri)**