

World Vision Hong Kong
Donation Box Booking Form

Address: 2/F, Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon, Hong Kong; Tel: 2399 3427 (Kindergartens and Primary Schools)/ 2399 3476 (Secondary Schools and Tertiary Institutes) Fax: 2394 0566

Sending us a crossed cheque or direct bank-in your donation can help us reduce our administration cost

Name of School: _____

Address: _____

Teacher-in-charge: _____ Title: _____ Subject/ club involved: _____

E-mail: _____ Tel. No.: _____ Fax No.: _____

Donation Box Borrowing:

Activity Date: From: _____ (dd/mm/yy) To: _____ (dd/mm/yy)

* The delivery date of donation box will be subjected to our finalised delivery service arrangement with reference to the above dates provided.

Name of Activity _____

Donation Destination: Please ✓ the appropriate box below

School Famine (For details of the use of donation from School Famine, please visit our website)

Red Packet (China) Child Sponsorship

Others (Please. specify): _____

Emergency Relief: _____

(As we may have various relief programmes in progress, please kindly specify)

Quantity: Large Donation Box [30cm (Length) x 22cm (Width) x 20cm (Height)] total: _____ (Maximum 2)

Small Donation Box [17cm (Length) x 12cm (Width) x 18cm (Height)] total: _____ (Maximum 7)

Borrowing Procedure 1. Please read the attached “**Note for Borrowing Donation Box**” carefully

Please ✓ after reading the note

2. Fill in the form and fax back to the Public Education Department at 2394 0566

3. After receiving the form, our staff will contact the responsible teacher to arrange the deliver/ collect date of donation box. The “Confirmation of Donation Box Borrowing” form will be fax to your school

4. The donation box(s) can also be received by school office instead of the responsible teacher. Please pass on the information to the school office staff if needed.

5. Our staff will deliver the donation box(s) on agreed date with the “World Vision Donation Box Delivery Acknowledgement”. Please sign and stamp it with the school chop to confirm the delivery.

6. We will finish the donation counting process in 3 weeks after receiving the donation box(s). Receipt(s) will be issued as soon as possible.

Signature of Responsible Teacher or School Stamp

Date

The above information provided will only be used to process the application of service. For enquiries on the use of your personal data, please contact our Public Education Department during office hours.

World Vision Hong Kong, incorporated with limited liability, is a Christian humanitarian organisation working to create lasting change in the lives of children, families and communities living in poverty.

Note for Borrowing Donation Box from World Vision Hong Kong

Thank you for borrowing donation box(s) from World Vision Hong Kong to raise money for our poverty alleviation or relief programme. For the security of the donation box handling, may we ask you to note the following terms:

Borrowing Procedure

1. Fill in the Donation Box Borrowing Form and fax it back to the Public Education Department on 2394 0566. After receiving the form, our staff will contact the responsible teacher/person to arrange the deliver/collection dates.
2. We will arrange the delivery of donation box(s) to your school/organization. However, as there are many requests of our donation box(s), the dates of delivery need to be arranged individually according to our schedule.

World Vision Delivering and Collecting Procedure

1. Our staff will deliver the donation box(s) on agreed date. The responsible staff of your school/ organization will be asked to sign and stamp your school's/organization's chop on the "World Vision Donation Box Delivery Acknowledgement".
2. Our staff will collect the donation box(s) on agreed date with donation box bag(s) and lock(s). He/She will seal and lock the donation box(s). Our staff will not have the keys with them. The responsible staff of your school/organization will be asked to sign and stamp your school's/ organization's chop on the "World Vision Donation Box Returning Acknowledgement" to verify the donation box(s) is/are properly locked and secured.
3. Donation box(s) has/have to be returned to World Vision on the agreed date. The borrowing period should not be more than 3 months. If the donation box(s) is/are full or damaged in the borrowing period, please contact our Public Education Department for replacement.

The Storage and Security of Donation Box

1. A chain is attached to each donation box. To avoid missing, please prepare a lock to affix the donation box to an immobile object with the chain.
2. Any used or unused donation box(s) should be carefully stored. Please keep the donation box(s) in a locked room/cabinet or any place you consider secure.
3. During the donation period, please assign a responsible person to safeguard the security of the donation box. If any damage, loss of donation box(s) or theft happen during the donation period or the collection/return process, please inform our Public Education Managers on 2399 3499 (Kindergartens and Primary Schools), or 2399 3434 (Secondary Schools and Tertiary Institutes).
4. . To avert the donation box(s) from being used in illegal fund raising activity, World Vision may require your school/organization to report the incident to the police.
5. Please do not write or attach any information on the donation box(s) without prior permission from World Vision Hong Kong.

Tel: 2399 3427 (Public Education Department – Kindergartens and Primary Schools)

2399 3476 (Public Education Department – Secondary Schools and Tertiary Institutes)

Fax: 2394 0566

Email: edu@worldvision.org.hk