

World Vision Hong Kong Guidelines on Handling Donations



General steps are as follows:

1. Register to World Vision Hong Kong

Any school or education institute planning to raise funds for World Vision Hong Kong should contact our Public Education Department for registration before the fundraising event.

2. Decide on the fundraising method

- a. All donations raised should be voluntary. The event organiser is responsible for informing participants or donors about the use of funds when they enroll in the activity or make donations.
- b. The event organiser will collect and send donations to World Vision Hong Kong. *[Note 1]*
- c. Borrowing World Vision [donation boxes](#):
All donations placed in donation boxes should go directly to World Vision, no administration costs could be deducted from it. As such, the event organiser is responsible for any fundraising costs either by collecting sponsorship separately or contributing to it.

3. Set a date for submitting donations to World Vision

- a. If you need to borrow World Vision donation boxes, please contact us in advance to arrange delivery and return.
- b. Otherwise, return all donations collected to World Vision within one month after the completion of the fundraising event.

4. Choose a donation method

a. Crossed cheque

Make a crossed cheque payable to WORLD VISION HONG KONG and send it to World Vision, with the names of your school and contact person, as well as the telephone number written on the back, together with your completed [school donation form](#).

b. Direct bank-in

Deposit your donations in World Vision Hong Kong's Hang Seng Bank account 286-364385-002, and then fax the bank-in slip together with the completed school donation form to the Public Education Department on 2394 0566. Please do NOT send cash by mail.

5. Receive official receipts

All donations will be receipted. Official receipts will be issued to the contact person within 2 months upon receipt of donations. *[Note 2]*

- a. If donors do not require individual receipts, an official receipt will be issued to the staff / students / parents of the school for accountability to their participants/ donors.
- b. If donors require individual official receipts for tax deduction or other purposes, please email us (edu@worldvision.org.hk) a list (preferably in Microsoft Excel) with donors' full names in English and their donation. Official receipt will NOT be re-issued to the event organiser if receipts have already been issued to individual donors. *[Note 1]*

6. Financial accountability

Announce the total amount of money raised and spent at your school (if applicable). Display the official receipts/ receipt acknowledgement from World Vision showing the total amount donated.

*Note 1: Total amount on the official receipt(s) should be the same as **the donations** received by World Vision.*

Note 2: If an acknowledgement receipt of donation is required before issuing the official receipt, please state this clearly when sending your donation to World Vision Hong Kong.