



Donation Box Booking Form

Public Education Department · 2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon, Hong Kong
Tel: (852) 2399 3427 (Kindergartens & Primary Schools)/ (852) 2399 3476 (Secondary Schools & Tertiary Institutions) Fax: (852) 2394 0566

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

Name of School: _____ Principal: _____

Teacher-in-charge: _____ Position: _____ Subject/ Club: _____

Address: _____ Tel. No: () _____ (School)

_____ () _____ (Mobile)

Email: _____ Fax No: () _____

Please “✓” the appropriate and fill in the information required:

Name of activity: _____

Grade / Year: _____ No. of Participants: _____

Activity Date: _____ yyyy _____ mm _____ dd to _____ yyyy _____ mm _____ dd (* Delivery date of donation box will be subjected to our finalised delivery service arrangement with reference to the dates provided.)

Donation: School Famine (2937 / 72) “Red Packet” Campaign (7450 / 29)

“Change the World, Yes I Can!” Campaign (6227-4 / 6228-4) World Vision China Partners (4420 / 7)

Child Sponsorship Programme (4420 / 2) World Vision Partners (4420 / 252)

Emergency Relief (please specify): _____ Others (please 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: 5)

- Borrowing Procedure :**
1. **Please read the attached “Note for Borrowing Donation Box from World Vision Hong Kong” carefully.**
 Please ✓ after reading the note
 2. Fill in the form and fax it to the Public Education Department at (852) 2394 0566.
 3. After receiving the form, our staff will contact the responsible teacher to arrange the delivery/ collection date of donation box. A “Confirmation of Donation Box Borrowing” form will be faxed to your school.
 4. Donation box(es) can also be received by School Office instead of the responsible teacher. Please pass on the information to School Office staff if needed.
 5. Our staff will deliver donation box(es) on the agreed date with the “World Vision Donation Box Delivery Acknowledgment”. Please sign and officially stamp the form to confirm the delivery.
 6. We will finish the donation counting process in 3 weeks upon receipt of the donation box(es). Receipt(s) will be issued as soon as possible.
 7. If individual sponsors or parents need official receipts for tax deduction, please compile a donor list in MS Excel and send it to edu@worldvision.org.hk. The list should include name and class of student, donation amount, cheque number (if applicable) and recipient’s name.

X _____ (yyyy/mm/dd)
Teacher’s Signature with School Stamp Date

Note for Borrowing Donation Box from World Vision Hong Kong

Thank you for borrowing donation box(es) from World Vision Hong Kong to raise money for our poverty alleviation or relief programme. To ensure a smooth handling process, may we ask you to note the following terms:

General Procedure

1. Fill in the Donation Box Booking Form and fax it to the Public Education Department at (852) 2394 0566. After receiving the form, our staff will contact the responsible teacher / person to arrange the delivery / collection dates.
2. Generally, we will arrange delivery of donation box(es) to your school / organisation. However, as we receive many requests for donation box(es), the delivery dates need to be arranged individually according to our schedule.

World Vision Delivery and Collection Procedure

1. Our staff will deliver donation box(es) on the agreed date. The responsible staff of your school / organisation will be asked to sign and officially stamp the “World Vision Donation Box Delivery Acknowledgement”.
2. Our staff will collect the donation box(es) on the agreed date with donation box bag(s) and lock(s). He/She will seal and lock the donation box(es). Our staff will not have the lock keys with them. The responsible staff of your school / organisation will be asked to sign and officially stamp on the “World Vision Donation Box Returning Acknowledgement” to verify the donation box(es) is/are properly locked and secured.
3. Donation box(es) 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(es) is/are full or damaged during the borrowing period, please contact our Public Education Department for replacement.

Storage and Security of Donation Box(es)

1. A chain is attached to each donation box. To avoid possible loss, please prepare a lock to fix the donation box to an immobile object with the chain.
2. Any used or unused donation box(es) should be carefully stored. Please keep the donation box(es) in a locked room / cabinet or any place you considered secure.
3. During the donation period, please assign a person responsible for safeguarding the security of the donation box(es). If any damage, loss of donation box(es) or theft happens during the donation period or the collection / return process, please inform our Public Education Department immediately.
4. To prevent the donation box(es) from being used in illegal fundraising activity, World Vision may request your school / organisation to report the incident to the police.
5. Please do not write or attach any information on the donation box(es) without prior permission from World Vision Hong Kong.

Tel : (852) 2399 3427 (Kindergartens and Primary Schools)
(852) 2399 3476 (Secondary Schools and Tertiary Institutes)
Fax : (852) 2394 0566
Email : edu@worldvision.org.hk