



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: 2394 0566

You may bank in your donation and send us the bank-in-slip or a crossed cheque to help save our administration cost

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
(* Actual delivery date of donation box(es) will be arranged with reference to the dates provided.)

Donation: General Donation to Where Most Needed School Famine: to help children in hunger
 Childcare Donation Child Sponsorship Programme
 Emergency Relief (Please specify): _____ "Your Red Packet" Campaign
 Others (Please specify): _____ World Vision Partners

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 :**
- Please read the attached "Note for Borrowing Donation Box from World Vision Hong Kong" carefully.**
 Please ✓ after reading the note
 - Fill out the form and fax it to the Public Education Department at (852) 2394 0566.
 - After receiving the form, our staff will contact the responsible teacher to arrange the delivery/ collection date of donation box(es), and fax a "Confirmation of Donation Box Borrowing" form to your school as record.
 - Donation box(es) can be received by School Office and/or the responsible teacher. Please pass on the information to School Office staff if needed.
 - Our staff will deliver donation box(es) on the agreed date and present the "World Vision Donation Box Delivery Acknowledgment". Please sign and officially stamp the form to confirm the receipt.
 - We will finish the donation counting within 3 weeks upon collection of the donation box(es). Receipt(s) will be issued as soon as possible.
 - If individual donors or parents need official receipt for tax deduction, please compile a donors' list in MS Excel and send it to edu@worldvision.org.hk. The list should contain each donor's English full name, English name for official receipt, donation amount, cheque reference no., and the respective name and class of the student.

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:

General Procedure

1. Fill out 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. As there are many bookings for the donation boxes, we will deliver them to your school / organization on a date agreed by both parties.

World Vision's Delivery and Collection Procedure

1. Our staff will deliver donation box(es) on an 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 an agreed date. The staffer will use bag(s) and padlock(s) for sealing and locking the donation box(es), but he/she will not have the lock keys. 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 longer than 3 months. If the donation box(es) is/are full or damaged before the due date, please contact our Public Education Department for replacement.

Storage and Security of Donation Box(es)

1. Each donation box has a chain attached. Please use a lock to fasten each donation box to a fix object for security sake. (*)
2. All donation box(es), whether used or unused, should be carefully stored in a locked room / cabinet or any place deemed to be secure. (*)
3. During the donation collection period, please assign a person responsible for the security of the donation box(es). If any damage, loss of donation box(es) or theft happens, please inform our Public Education Department immediately.
4. In case the donation box(es) is/are stolen, World Vision may request your school / organisation to report the incident to the police to prevent the box(es) being further used illegally.
5. Please do not write or attach any information on the donation box(es) without prior permission from World Vision Hong Kong.

(*) Safekeeping of Donation Box(es): Please note that World Vision Hong Kong staff may visit the school premises to check and ensure that the donation box(es) are handled according to the above guidelines.

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