

# 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

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: (\_\_\_\_\_) \_\_\_\_\_

Preferred communication channel:  Email  Fax

Your personal data will be kept strictly confidential by World Vision Hong Kong (WVHK) for communication purpose, and forwarded to service providers as needed for processing donation and/or sending receipts for WVHK.

We would also like to keep you updated on our ministry, fundraising and other educational activities.

Please indicate: I (  want /  I do not want ) to receive updates from WVHK.

Please "✓" the appropriate  and fill in the information required:

Name of activity: \_\_\_\_\_

Grade / Year: \_\_\_\_\_ No. of Participants: \_\_\_\_\_

Activity Date: \_\_\_\_\_yy\_\_mm\_\_dd to \_\_\_\_\_yy\_\_mm\_\_dd (\* Delivery date of donation box will be subjected to our finalised delivery service arrangement 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 :
1. Fill in the form and fax it to the Public Education Department at (852) 2394 0566.
  2. 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.
  3. 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.
  4. 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.
  5. 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.
  6. If individual sponsors or parents need official receipt for tax deduction, please compile a donor list in MS Excel and send it to [edu@worldvision.org.hk](mailto:edu@worldvision.org.hk). The list should include name and class of student, donation amount, cheque number (if applicable) and recipient's name.

I have read the attached "Notes for Borrowing Donation Box from World Vision Hong Kong".

X  
Teacher's Signature with School Stamp

\_\_\_\_\_  
Date (yyyy/mm/dd)

## **Notes 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 Procedures**

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 Procedures**

1. Our staff will deliver donation box(es) on 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 6 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.

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