

# SCHOOL DONATION FORM



Public Education Department · 2/F Mayfair Centre, 4 Anchor Street, Tai Kok Tsui, Kowloon ·

Tel: (852) 2399 3427 (Kindergartens & Primary Schools)/ (852) 2399 3476 (Secondary Schools & Tertiary Institutions) Fax: (852) 2394 0566

Name of School : \_\_\_\_\_ Principal: \_\_\_\_\_

Teacher-in-charge : \_\_\_\_\_ Position : \_\_\_\_\_ Subject/ Club: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No: ( ) \_\_\_\_\_ (School)

\_\_\_\_\_ ( ) \_\_\_\_\_ (Mobile)

Email: \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

Activity Name: \_\_\_\_\_ No. of Participants: \_\_\_\_\_

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 necessary information required:**

**We would like to contribute HK \$ \_\_\_\_\_ in total for the following purpose(s) :**

- |   |  |
|---|--|
| <input type="checkbox"/> General Donation to Where Most Needed    | <input type="checkbox"/> School Famine: to help children in hunger |
| <input type="checkbox"/> Childcare Donation                       | <input type="checkbox"/> Child Sponsorship Programme               |
| <input type="checkbox"/> Emergency Relief (Please specify): _____ | <input type="checkbox"/> “Your Red Packet” Campaign                |
| <input type="checkbox"/> Others (Please specify): _____           | <input type="checkbox"/> World Vision Partners                     |

**\*Remarks:**

1. The teacher-in-charge collects all sponsorship forms (if applicable) and verifies the amount of the donations.
2. Please send the completed form along with crossed cheque/ bank-in slip /ATM slip to Public Education Department **within 1 month** upon completion of the activity.
3. If individual donation receipts are required for tax deduction purpose, school should provide information including donors’ English full name, English name for official receipt, donation amount, and cheque reference no. (if applicable) **in MS Excel format and e-mail to [edu@worldvision.org.hk](mailto:edu@worldvision.org.hk)**.

**Donation Methods ( Please do not send cash by post )**

- ATM Transfer/ Direct Debit to World Vision Hong Kong (Bank of China (Hong Kong): 012-883-0-002502-5)**

(Please write your name and telephone number on the bank-in slip.)

- Crossed Cheque** (Please make your cheque payable to “**WORLD VISION HONG KONG**” and send it with this completed form.)

Cheque No.	Bank Name
-	

- Request for issuance of receipts to individual sponsors for tax deduction purpose. (Remarks 3)**

X \_\_\_\_\_  
Teacher’s Signature

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