



活動詳情及捐款處理指引
Event Details & Donation Handling Guidelines

路線 Route	白石角海濱長廊 Pak Shek Kok Promenade	最低籌款額 Minimum Donation	
日期 Date	2018年5月1日 (星期二·公眾假期) 1 May 2018 (Tue, Public Holiday)	成人 Adult	\$100
集合 Assemble Time	9:30am	長者 (60歲或以上) Elderly (Age 60 or above)	\$50
時間 Time	開幕禮 Opening Ceremony 10:15am – 10:30am	兒童 (3至18歲) Child (Age 3-18)	\$50
	步行 Walk 10:30am – 12:00nn	幼童 (2歲或以下) Infant (Age 2 or below)	免費 Waived

步行路線 (全程約 60 分鐘)
 Route for Walk (60-min walk)





一般須知

- (1) 參加者請填寫「參加表格」並於 **4月13日或之前**向所屬部隊、學校、社會服務單位或部門報名。
- (2) 單位須於 **4月20日或之前**傳真「單位參加及捐款總表」第一部份至拓展部以確定參加人數。
- (3) 12歲或以下小童必須與成人一同參加。未滿18歲的參加者須獲家長或監護人同意方可參與。
- (4) 如因惡劣天氣（於活動當日早上6時或隨後4小時內，天文台將會懸掛3號或以上風球、雷暴、黃色或以上暴雨警告訊號）而取消或更改活動安排，鑑於活動為慈善性質，所有捐款應如數交予救世軍，不作退款安排。
- (5) 如天文台於活動進行期間發出雷暴警告，參加者須照顧同行小童及長者，並立即躲進有蓋地方內。

(二) 單位收集捐款時段

2018年4月2日至5月8日

(三) 存款及簽發捐款收據

- (1) 參加者需將所有贊助捐款連同「贊助表格」於 **5月8日或之前**交予所屬單位。
- (2) 捐款須於 **5月18日或之前**存入下列銀行戶口：**匯豐銀行 580-149649-001**
- (3) 單位存款後，請於 **5月18日或之前**將下列資料呈交拓展部：
 - 所有「參加者贊助表格」
 - 「單位參加及捐款總表」(第二部份)
 - 銀行入數紙
- (4) 正式捐款收據由拓展部簽發。拓展部將於單位呈交以上資料後一個月內簽發收據，經有關單位分發給參加者。學校捐款將優先處理。



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command



- (5) 收據只簽發予港幣\$100 或以上的捐款者。若捐款少於港幣\$100，可應捐款人要求簽發收據。請在「參加者贊助表格」上列明。

(四) 申請租用旅遊巴士資助

- (1) 單位須同時符合下列兩項條件，方可申請資助一架旅遊巴士來回程費用：
- (i) 單位的參加人數須達 **45 人或以上** (可合併牧區內的單位計算)
 - 及 (ii) 總籌款金額達 **港幣\$13,500** 或以上。
- (2) 申請旅遊巴士資助的單位須於 **5 月 18 日或以前** 連同租用旅遊巴士單據副本一併遞交「租用旅遊巴士資助申請表」，逾期概不受理。
- (3) 獲批的資助將經財務部於今年 7 月轉帳至單位的銀行戶口。
- (4) 申請單位可透過以下途徑遞交申請表：
- ✧ 電郵：cat_yau@hkt.salvationarmy.org 或
 - ✧ 傳真：2783 0363 或
 - ✧ 親身遞交：油麻地永星里 11 號總部地下拓展部

如有任何查詢，歡迎致電 2783 2331 與拓展部丘家澄小姐聯絡。

(1) General Information

- (i) Participants should submit '**Enrolment Form**' to respective Corps, Schools, Units or Department on or **before 13 April**.
- (ii) To confirm the number of participants, units must return '**Registration and Sponsorship Summary (Part I)**' to DD on or **before 20 April**.
- (iii) Participation of children (age 12 or below) with accompany of adult is required. Participant aged below 18 should obtain the consent of parent or guardian.
- (iv) If the event is cancelled due to inclement weather (Thunderstorms warning, Typhoon signal No. 3 or the Amber rainstorm warning or higher, is hoisted AT or AFTER 6am on event day), all sponsorships should continue be donated for supporting The Salvation Army's work. Donations received are not refundable.
- (v) If the Thunderstorms Warning is hoisted during the event, participants are responsible for the safe custody or care of their children and elderly. You



should seek shelter in buildings.

(2) Period of Donations

2 April to 8 May, 2018

(3) Donations & Issue of Donation Receipt

- (i) Participants should return all donations to the respective Corps, Schools, Units or Department together with the sponsorship form on or **before 8 May**.
- (ii) All donations should be deposited in the following bank account on or **before 18 May: HSBC 580-149649-001**
- (iii) The following documents should be submitted to DD on or **before 18 May**:
 - 'Sponsorship Form' of all participants
 - 'Registration and Sponsorship Summary (Part II)'
 - Bank-in Slip
- (iv) Official Donation Receipts should be issued by CRD. All receipts will be distributed through respective units. Donation of schools will be handled with priority.
- (v) Official receipts are issued with donation of HK\$100 or above. For donation less than HK\$100, official receipt will only be issued if special request is made on the 'Sponsorship Form'.

(4) Application of Coach Rental Subsidy

- (i) To apply for a round-trip coach subsidy, a unit must comply with the following two conditions: (a) have a total of 45 participants or more (combining units of the same pastoral zone is acceptable), and (b) raised total donation of HK\$13,500 or above.
- (ii) Please submit this application form together with a copy of the coach service invoice/receipt when applying for a coach rental subsidy. Deadline of submission is **18 May 2018**.
- (iii) Approved subsidy will be deposited to the unit's bank account specified on the application form in July.
- (iv) Application Form shall be submitted either by:
 - (a) Email: cat_yau@hkt.salvationarmy.org
 - (b) Fax: 2783 0363
 - (c) In person: Development Department, G/F, 11 Wing Sing Lane, Yaumatei

For any enquiries please contact Cat Yau of DD at 2783 2331.