

Hong Kong Red Cross 8.12 Red Décor Day

A Step-to-Step Guidelines for Participation

ENROLMENT

Appoint a staff member as Event Co-ordinator for the fundraising activities
Fill in the Reply Slip and email / fax / mail it back to the Hong Kong Red Cross **on or before 20 July 2009**
(Email: corp_enquiry@redcross.org.hk; Fax: 2802 0017;
Address: **Communications & Resource Development Department, 33 Harcourt Road, Hong Kong**).



NOTIFICATION

A Notice will be sent to your Organization by email about the distribution of promotional materials such as posters, stickers and electronic direct mailing (eDM) to recruit participants in your office. If you do not receive any information from us **2 weeks** prior to the event, please contact us at 2507 7108 / 2507 7183.



PUBLICITY

Participated Organization will assist to publicize the event in the office by displaying the poster(s) and through intranet / eDM to appeal for staff support.

FUND RAISING

Each participant donates **HK\$30** or more to take part. Organizations are most welcome to top up staff contributions to encourage participation.



EVENT DAY – Wednesday, 12 August 2009

Participants will go to work dressing in Red or put on accessories in Red with the Red Décor Day sticker.
Take pictures to capture the fun moments and send them to the HKRC to join the Photographic Competition.



PHOTO SUBMISSION

Each participant can submit a maximum of 3 photos to corp_enquiry@redcross.org.hk **on / before 25 Aug 2009** to win a brand new Samsung Anycall Ultra^S S7350H and many other fabulous prizes.
Please visit our website www.redcross.org.hk/redday09 for submission details and prizes to win.



DONATION COLLECTION

Event Co-ordinator consolidates the donation and completes the *Donation Record Form and Summary Form*.



DONATION METHOD

- (i) Deposit collected donations into the HKRC's bank account (HSBC: 500-334149-009; Hang Seng Bank: 388-553950-001; Bank of China (Hong Kong): 012-806-00028173) or
 - (ii) Make a crossed cheque payable to "Hong Kong Red Cross"
- Please send in the *original bank pay-in slip(s)* and/or cheque(s) with *Donation Record Form(s)* and *Donation Summary Form* to HKRC **on / before 31 August 2009**.



OFFICIAL RECEIPTS

Upon participants' request, official donation receipts will be issued to Event Co-ordinator for distribution.

Don't miss "Office Fun in Red"! Support us and ENROL NOW!