



# 公益行善「折」食日 SKIP LUNCH DAY 2020

G / C / M

為公益金資助之「露宿者、籠屋及板間房居民服務」籌款

To benefit "Services for Street Sleepers, Residents in Cage Homes and Cubicles" supported by The Community Chest

## 回條 Reply Form

- 本機構將參加 2020年3月6日(星期五)舉行的公益行善「折」食日，請提供以下物資作宣傳：  
YES, we will participate in Skip Lunch Day to be held on Friday, 6 March 2020. Please provide the following material for our internal promotion of the event:
- 海報 Poster \_\_\_\_\_ 張 pcs       電子版海報 Soft copy of the poster
- 本機構將捐款港幣 \_\_\_\_\_ 元支持公益行善「折」食日，但**不需要**「折」食日愛心券。  
YES, we will support Skip Lunch Day by making a donation of HK\$ \_\_\_\_\_ but we **DO NOT NEED** any Skip Lunch Day Coupon.

請用**正楷**填寫 Please fill in **BLOCK LETTERS**

### 機構資料 Organisation's Information

機構名稱 (中文)  
Name of Organisation (Chinese): \_\_\_\_\_

(英文)  
(English): \_\_\_\_\_

地址  
Address: \_\_\_\_\_

機構/部門負責人 職銜  
Head of Organisation/Dept: \_\_\_\_\_ Position: \_\_\_\_\_

活動聯絡人 職銜  
Event Co-ordinator: \_\_\_\_\_ Position: \_\_\_\_\_

聯絡電話 傳真 電郵  
Contact Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

僱員人數 估計參加人數 估計善款總數  
No. of Employees: \_\_\_\_\_ Estimated No. of Participants: \_\_\_\_\_ Estimated Donation Amount: \_\_\_\_\_

估計所需愛心券數量 確實僱員所需愛心券數量 轉贈予公益金受惠者的愛心券數量(如適用)  
Estimated No. of Coupons: \_\_\_\_\_ Confirmed No. of Coupons required by employees: \_\_\_\_\_ No. of Coupons to be donated to the Chest's beneficiaries (if applicable)

\_\_\_\_\_ 張 pcs      \_\_\_\_\_ 張 pcs      \_\_\_\_\_ 張 pcs

### 備註 Remarks:

- 請於**2020年2月21日或之前**遞交回條並確實所需愛心券數量。愛心券數量有限，**以先到先得方式處理，送完即止**。  
Please confirm the required number of Skip Lunch Day Coupon **on or before 21 February 2020** by returning the Reply Form. Coupons will be distributed on a **first-come, first-served** basis while stocks last.
- 公益金將以電郵/電話確認收妥 貴機構的回條，**請於收到公益金的確認後，方可把善款存入公益金之戶口或把抬頭書寫「香港公益金」的劃線支票寄回公益金辦事處**。公益金將於2020年2月28日或之前通知各機構有關領取愛心券之安排。  
The Chest office will send a confirmation to the participating organisations by email / telephone upon receiving the Reply Form. **After receiving confirmation from the Chest, you can deposit your donation into the Chest's account or make cheque payable to "The Community Chest of Hong Kong" and send it to the Chest office.** The Chest office will notify the participating organisations on the collection of coupons on or before 28 February 2020.

請將填妥之回條電郵或傳真至公益金辦事處 Please return the completed form to the Chest office by email or by fax

電話 Tel: 2599 6124 / 2599 6188

傳真 Fax: 2506 1201

地址: 香港灣仔告士打道39號夏慤大廈18樓1805室

電郵 Email: skiplunch@commchest.org

Address: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong

網址 Website: www.commchest.org

- 公益金將會用上述資料與 貴機構/團體保持聯絡，定期介紹公益金的各項籌款活動、宣傳及推廣事宜、定期通訊、義工服務、意見收集、鳴謝及發出捐款收據之用。如 貴機構/團體不願意繼續收到公益金的活動資料，請於方格內加上「✓」並將此表格交回公益金辦事處。Data collected will be used to keep your Company / Organisation updated with The Community Chest's fund-raising events, marketing & promotional activities, newsletters, volunteer services, surveys to collect donor opinions, donor acknowledgement and receipt issuance. If your Company / Organisation does not wish to receive information on the Chest's future activities, please tick the box and send this form to the Chest office.