



2018年7月28日九龍區賣旗日 義工招募須知(個人)

1. 如有意參加此賣旗活動，請於 2018 年 6 月 25 日或之前完成網上登記。
2. 協助賣旗的義工必須年滿 14 歲(於 2018 年 7 月 28 日當天)；若未滿 14 歲而有意參加者，則須由家長或監護人陪同。
3. 賣旗地點將於賣旗日前 2 個星期作出分配，並通知義工。本會將儘量安排所有義工於其所選擇的地點賣旗。因應活動人手所需，義工有機會被派往所選地點的鄰近地區賣旗。
4. 在賣旗日前 1 - 2 個星期，義工將收到通知到本會總辦事處領取賣旗物資。如義工未能親臨領取物質，可委託一位代表代領物質。有關詳情，請直接與本會機構傳訊部聯絡。
5. 賣旗物資包括：
 - 1) 義工貼紙 (請於賣旗時間內貼在當眼位置)
 - 2) 旗袋
 - 3) 旗子
 - 4) 旗帶 (請將此繫於旗袋上)
 - 5) 賣旗須知 (關於當日賣旗地點及旗袋收集站資料)
6. 賣旗時間為上午 7 時至下午 12 時 30 分。
7. 賣旗工作結束後，各義工需按『賣旗須知』上指示，於指定時間前將旗袋及捐款一同交還指定旗袋收集站。
8. 交還旗袋後，收集站站長將即場派發『義工服務證明』及證書予各義工。
9. 本會將為當日參與賣旗之義工購買個人意外保險。
10. 『個人義工登記表格』上的個人資料只用作香港保護兒童會籌款活動之用。

請注意：『賣旗須知』上詳細列明指定的旗袋收集站及地址，義工們請小心保管。如有遺失，請立即致電 3184-6676 與本會機構傳訊部聯絡。

如有任何查詢，請致電 3184 6676 與本會機構傳訊部聯絡。

For more information, please contact HKSPC Corporate Communications Department at 3184 6676.

FLAG DAY PROCEDURES FOR VOLUNTEERS (INDIVIDUAL)

28 July 2018 (Kowloon Region)

1. Please complete the online registration form **on or before 25 June 2018**.
2. Volunteers must be 14 years or above (by 28 July 2018). Volunteers under 14 years of age must be accompanied by a parent or guardian.
3. Flag selling locations will be allocated **2 weeks prior to Flag Day**. Volunteers will most likely be allocated to their preferred flag selling location. Some volunteers may be assigned to another location nearby when the preferred location is full.
4. Volunteers will be informed to collect the Flag Day packs **1 – 2 weeks prior to Flag Day**. Anyone requiring packs earlier may make arrangements to collect them personally. In this case, please contact HKSPC Corporate Communications Department directly.
5. Flag Day packs include:
 - 1) Volunteer Sticker (to be worn at all times during flag selling hours)
 - 2) Flag Bag (to hold/carry donations)
 - 3) Flags (to be given to each donor in recognition of their support)
 - 4) Flag Bag Strap (to be attached to the Flag Bag for easy carry)
 - 5) Information Sheet (including selling locations and Flag Bag collection depots)
6. Flag Day selling hours are 7:00am to 12:30pm.
7. Once completed, volunteers are required to return the Flag Bags, including all donations, to the collection depot, at or before the time indicated on the Information Sheet.
8. A receipt will be issued to each volunteer, acknowledging the return of their Flag Bag and their service hours performed. Volunteers will also receive Volunteer Certificates from HKSPC as a token of our appreciation.
9. Each volunteer participating in Flag Day will be covered by individual accidental insurance.
10. All personal information provided by volunteers will be used exclusively for the purpose of HKSPC fundraising activities and not shared with third parties.

Important Note:

Details of collection depots can be found in the Information Sheet issued to each volunteer. These details should be kept safe. Should they be lost, please contact HKSPC Corporate Communications Department as soon as possible on 3184-6676.

如有任何查詢，請致電 3184 6676 與本會機構傳訊部聯絡。

For more information, please contact HKSPC Corporate Communications Department at 3184 6676.