

Application Form for UNICEF Donation Box

Part A – School Information

School Name: _____
School Address: _____
Contact Person: _____
Contact Method: _____ (Mobile) _____ (Email)

Part B – Details of Donation Box

Quantity of Donation Box: _____ (Plastic) _____ (Tin Can)
Location of Box Placing: _____
Proposed Period of Placing: From _____ To _____ (DD/MM/YY)
Date of Collection: _____ Date of Return: _____

Part C – Terms and Conditions for Placing the UNICEF Donation Box

1. The School warrants and represents that appropriate security measures are in place for the security of the donation placed in the donation box referred to herein. In case of theft, please contact Hong Kong Committee for UNICEF (UNICEF HK) immediately and call the police. Please inform UNICEF HK if the donation box is damaged.
2. The period of donation box placement shall commence and end according to the above proposed. Any change of duration of its placement is to be agreed between both parties.
3. All donations will be used to support UNICEF's worldwide emergency relief programme without deducting any costs incurred in the execution of this application.
4. All donations shall be only counted and recorded by UNICEF HK. The School shall not open the donation box without UNICEF HK's authorization. **No Receipt will be issued to schools or individual donors who donate through the donation box.**
5. The School shall inform and seek prior approval from UNICEF HK before using the name and all information relating to UNICEF. UNICEF shall only be named as the BENEFICIARY and not otherwise in all promotional activities and materials, including but not limited to printing materials, electronic media coverage and other promotional activities related to the fundraising programme organized by the School.
6. UNICEF HK expressly reserves its final rights to recall the donation box placed at the above address.
7. **UNICEF HK promises to protect your privacy:** UNICEF HK and any service provider engaged by UNICEF HK may use your contact information from time to time to issue receipts, conduct donor survey and to provide you with communications and fundraising materials to inform you of programmes, activities and appeals of UNICEF HK and UNICEF. All personal data will be kept confidential and handled in accordance with applicable laws. In the event that you **do not wish** to receive such materials or communications, please tick the box. ☐

Part D - Declaration

The School has understood and agreed with the above terms and conditions for placing the donation box.

For and on behalf of the School
(School Chop)

Date (DD/MM/YY)

Please fax this application form to 2338 5521 or email to edu@unicef.org.hk. For enquiry, please contact us at 2338 5151.

Attachment: details of donation box

附件：捐款箱基本資料

	
<p>Donation Box (Plastic)</p> <p>Collecting \$1500-\$3000 donation</p> <p>L: 24.5cm W: 14.5cm H: 17cm</p> <p>Weight: 1.56kg</p>	<p>Donation Box (Tin Can)</p> <p>Collecting around \$1500 donation</p> <p>L: 22.5cm W: 8.5cm H: 12cm</p> <p>Weight: 265g</p>
<p>捐款箱 (膠箱)</p> <p>能收集約\$1500-\$3000 善款</p> <p>長 24.5 厘米 闊 14.5 高 17</p> <p>重 1 公斤 560 克</p>	<p>捐款箱 (錫罐)</p> <p>能收集約\$1500 善款</p> <p>長 22.5 厘米 闊 8.5 高 12</p> <p>重 265 克</p>