

兒童心臟基金會 Children's Heart Foundation

捐款箱監管指引

Procedures for monitoring of CHF Donation Boxes

設立捐款箱之目的 Purpose

1. 為兒童心臟基金會籌款
To raise fund for CHF
2. 宣傳及介紹兒童心臟基金會
To place CHF donation boxes at eye catching spots to publicize CHF

擺放捐款箱之機構或人士之責任 Obligation

1. 將捐款箱擺放在安全而容易接觸的地方，並保持在負責人或指定負責人的視線範圍之內的位置。
The donation box should be placed in a safe and convenient position within sight of In-charge or assigned person(s).
2. 定時檢查捐款箱，確保已固定在安全的位置。
The Agent Organization/in-charge person should be responsible for the security of the donation boxes and all funds collected.
3. 必需準時交還捐款箱予基金會。
The Agent Organization/in-charge person should return back the boxes in due course.
4. 倘遺失捐款箱，應即時報警處理並告之基金會。
Loss of donation boxes should be reported to Hong Kong Police and submitted the related documents to the CHF immediately.
5. 如捐款箱遭損壞，亦需盡快通知基金會。
Damage of the donation boxes should be reported to the CHF as well.

備忘 Reminders

1. 捐款箱鎖匙由兒童心臟基金會保管。
The keys of the donation boxes would be kept by CHF staffs only.
2. 有關捐款箱事宜，可致電 2553 0331 與基金會職員聯絡。
Should the Agent Organization/in-charge person require any assistance, please feel free to contact CHF at 2553 0331.