

2017 愛「飾」動物日活動參加指引

Aniform Day 2017 Guidelines for Participation

1. 參加辦法 Enrolment

可於網上報名或填妥報名表格電郵或傳真至愛護動物協會灣仔總部。機構名稱將載於是次活動網頁之鳴謝版面。

You can enrol online or fill in the Enrolment Form and email or fax to SPCA Wan Chai office. Organization name will be listed in our acknowledgment web page.

網址 Web site: www.sPCA.org.hk/aniformday

電郵 Email: aniformday@sPCA.org.hk 傳真 Fax: 3019 7445

2. 通知 Notification

愛護動物協會會以電郵通知 貴機構有關領取/派遞宣傳物品如海報及紀念品之安排。

SPCA will send notice to your organization by email about the collection / delivery of the promotional materials such as posters and souvenirs.

3. 內部宣傳 Internal Promotion

機構可將海報貼於當眼處及透過內聯網，鼓勵員工積極參與。

Organization can encourage staff participation by displaying posters or intranet promotion.

4. 籌款形式 Fund Raising

參加者捐款港幣100元或以上便可參加，更可獲贈愛飾動物日紀念手帶一對。

為鼓勵員工積極參與，歡迎機構捐出額外捐款贊助員工參與，共襄善舉。

Each participant raises or donates HK\$100 or above to take part and they will receive one pair of wristbands.

Organizations are welcome to top up staff contribution to encourage participation.

5. 善款收集 Donation Collection

活動負責人收集所有善款，並填妥捐款統計表。

Event representative consolidates the donation and completes the **Donation Summary Form**.

6. 愛「飾」動物日當天 – 2017年10月13日(星期五) Event Day – 13 Oct 2017 (Friday):

參加者在活動當日可穿著/ 配戴 有動物圖案的衣服/ 飾物 / 本會提供之愛「飾」動物日紀念品上班。請拍下當日精彩相片並電郵至 aniformday@spca.org.hk 相片會在本會網站展出以感謝 貴機構及員工之參予。

Go to work with your favorite animal graphic clothing/ or accessories and/ or the Aniform Day's souvenirs we provided. Just take pictures to capture the enjoyable moments and email us at aniformday@spca.org.hk. We will also upload the photos to our website to acknowledge your company participation and support.

7. 善款處理 Donation Method

i) 劃線支票抬頭請寫上「香港愛護動物協會」。

Write a crossed cheque payable to “**SPCA (HK)**”.

ii) 把善款存入愛護動物協會於匯豐銀行之戶口002-5-240326。

Deposit the donations into the SPCA HSBC account **002-5-240326**.

請於活動後20日內將善款(支票/銀行入數紙)、捐款統計表及捐款記錄表交回愛護動物協會灣仔總部。

Please send donation (**cheque/bank-in slip**), **Donation Summary Form and Donation Record Form(s)** to the **SPCA Wan Chai Office within 20 days** after the event day.

8. 正式收據 Official Receipts

捐款港幣100元或以上者，可獲愛護動物協會發出正式收據。正式收據將於活動後一個月內會郵寄至 貴機構，請代為分派。

Official receipts will be issued to donors who contribute HK\$100 or above and will be mailed to your office for distribution after the event within a month.

請即報名，支持及建立一個人類與動物共融的社會!

Please enrol now &

Help promote harmonious co-existence with all living creatures in Hong Kong!