

## 捐贈物品表格 Gift-in-kind Form

為了善用資源、讓每一項物品也能用得其所，  
捐贈物品前請參考以下建議：

- 本會只接受全新的捐贈物品
- 基於食物安全考慮，本會只接受由食物製造商直接捐贈，或本會事先認可分銷商之食品捐贈
- 本會主要服務對象為 0-16 歲兒童及其家庭，其中多於一半是 0-6 歲的嬰幼兒，各位捐贈物品前可考慮小朋友的年齡是否合用
- 物品將依據其合適程度分配至各中心，並或會用作機構慈善義賣用途
- 中心或院舍開放期間正進行活動，恕未能安排參觀或探訪
- 捐贈者可選擇以捐款形式，資助中心購買相關物品。如有興趣或若有其他查詢，歡迎聯絡: ccd@hkspc.org/ 3184 6677

To utilize every gift-in-kind we receive, please spare a few moments to have a look at some of our suggestions below:

- We only **accept new** items
- For food safety concerns, we **only accept food donations from the manufacturer or recognized food retailers**
- We are serving children of age 0-16 and their families, more than half of them are below 6 years old. Please consider the age appropriateness of your items to donate
- Gifts are distributed according to the centre's needs and may be used for the purpose of charity sale within HKSPC
- Since centres are holding scheduled activities during opening hours, we apologize for not being able to arrange visitations for donors
- Donor can also choose to subsidize our centre to purchase specific products of urgent needs. Enquiries: (E-mail) **ccd@hkspc.org** / (Tel no.) **3184 6677**

你的心意，為有需要的小朋友和家庭帶來歡笑。

Thank you for bringing smiles to the needy children and their families.

捐贈者/機構名稱 Name of Donor: \_\_\_\_\_

聯絡人 Contact Person: \_\_\_\_\_ 電話 Tel. No: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

地址 Address: \_\_\_\_\_

欲捐贈之物品 Proposed Gifts-in-kind:

	項目描述* Item Descriptions* (如適用，請包括產品牌子、來源地、有效日期等資料 If applicable, please provide more information about the products e.g. products' brand, origin, expiry dates etc.)	新 New	數量(件數) Quantity(Pcs)	箱數 No. of Cartons	總重量** Total Weight**	此欄由本會職員填寫 HKSPC Staff Remarks
1		✓			KG	
2		✓			KG	
3		✓			KG	
4		✓			KG	
5		✓			KG	
6		✓			KG	
7		✓			KG	
8		✓			KG	

\* 請連同捐贈物品的相片，電郵此表格至 ccd@hkspc.org，令我們更清楚物品的合用程度。

It is recommended to attach item photos with this form and send to ccd@hkspc.org, to ensure the appropriateness of the gifts-in-kind.

\*\* 確認後，請把物品運送至本會總部 (旺角砵蘭街 387 號地下)，以助我們減省行政開支，協助更多有需要家庭。

After confirmation, please deliver the gifts to HKSPC headquarters in order to help us minimize administrative costs - This means we can serve more families in need.

如你同意本會將剩餘捐贈物資用作慈善義賣用途，請在空格加上「✓」號。

If you allow HKSPC resell the leftover gift-in-kind for charity purpose, please add "✓" in the box

香港保護兒童會將使用閣下提供的個人資料，例如姓名、電話號碼、傳真號碼、電郵地址及通訊地址等，與你保持聯絡，為你提供本會資訊、服務及活動推廣，及作為籌款、義工招募、收集意見、服務統計及研究等用途。所有個人資料絕對保密，不會出售或轉讓予任何第三者或機構。若你不欲接收上述資訊及資料，請在空格加上「✓」號。 HKSPC will use your personal data such as name, telephone number, fax number, e-mail and mailing addresses, etc. to keep in touch with you for the purposes of sharing our information, promotion of services and activities, fundraising, volunteer recruitment, collection of opinions and service statistics and research, etc. All personal data will be kept strictly confidential and will not be sold or transferred to any third parties or organizations. In any circumstances that you *do not wish to receive* such materials or communications, please add "✓" in the box.

請填妥表格並電郵至 ccd@hkspc.org / 傳真至 3016 9715。

Please send back completed form to ccd@hkspc.org / fax to 3016 9715.

本會職員將於 2 星期內與閣下聯絡，請耐心等待。多謝你對香港保護兒童會的支持！

Our staff will contact you for confirmation within 2 weeks. Thanks in advance for your support to HKSPC!