

EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 146/2023

From : Secretary for Education

To : Heads of all primary
and secondary schools

Ref. : EDB(SSS)/CYC/24/3(12)

Date : 8 September 2023

“Greening for the Chest” 2023/24

Summary

The upcoming “Greening for the Chest” 2023/24, organised by The Community Chest of Hong Kong (The Community Chest) in collaboration with the Community Youth Club (CYC) of the Education Bureau, aims to help improve the environment and raise students’ awareness of environmental protection as well as to raise funds for The Community Chest. Heads of schools are invited to encourage their teachers and students to form participating teams and support the activity.

Details

2. The “Greening for the Chest” 2023/24 includes the following fundraising activities:
- (a) Cleaning for Charity, Hiking for Charity and Green Acts for Charity
 - (b) Charity Plant Sale

Details of these activities provided by The Community Chest are attached hereto.

3. For **CYC member schools** that wish to join the above-mentioned fundraising activities, please refer to details to be announced by the **respective CYC District Executive Committees** at a later stage.
4. For non-CYC member schools interested in forming school-based/joint school teams to participate in the above-mentioned fundraising activities, please contact The Community Chest Office by email (greening@commchest.org) or by phone (phone no.: 2599 6111) **on or before 30 November 2023** for application.
5. Leaflets prepared by The Community Chest for publicity will be sent to schools by post later.

Enquiries

6. For enquiries, please contact The Community Chest Office at 2599 6111 or the CYC Office at 2892 6660.

Cynthia CHAN
for Secretary for Education

encl.

c.c. Heads of Sections - for information



“Greening for the Chest” 2023/24

The Community Chest Office: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong
Email: greening@commchest.org Tel: 2599 6111 Fax: 2506 1201

Fundraising Activities and Method of Participation

I. FUNDRAISING ACTIVITIES

1. Cleaning for Charity, Hiking for Charity and Green Acts for Charity

i) Cleaning for Charity

- Participating schools may choose their own sites for conducting the Cleaning for Charity activity.
- The activity may take place in schools, elderly homes or other places in the community. Schools should also encourage students to support the fundraising activities by cleaning their own homes and soliciting donations from principals, teachers, classmates, parents, relatives, friends, companies, etc. Schools may decide on the number of service hours, type of service and criteria for sponsorship.

ii) Hiking for Charity

- Participating schools may choose a suitable and safe hiking route on their own for conducting the Hiking for Charity activity. They may refer to the trail information provided on the website of the Agriculture, Fisheries and Conservation Department (AFCD) (<https://www.hiking.gov.hk/trail>).
- Participating schools may engage principals, teachers, alumni and/or parents in the hiking trip to help students acquire a better understanding of nature and enhance their awareness of environmental protection. Schools may decide on the criteria for sponsorship.
- If the hiking is to be conducted at a location managed by AFCD, schools are required to complete the “Notification of Hiking for Charity” form (available from The Community Chest) and return it to the Police Station of the respective district. Schools are also required to read the “Guidelines on Outdoor Activities” of the Education Bureau (website: <https://www.edb.gov.hk/en/> → School Administration and Management → Administration → About Activities → School Activities Guidelines).

iii) Green Acts for Charity

- Participating schools may organise their own green activities to raise funds, such as eco-friendly fashion/eco-bag design competition, charity sale of organic vegetables and fruit, charity book fair or charity sale of green soap/cleanser, etc.
- Schools may decide on the criteria for sponsorship.

2. Charity Plant Sale

- **CYC member schools** that wish to join the Charity Plant Sale may refer to the details to be announced by the respective CYC District Executive Committees at a later stage.
- **Non-CYC member schools** may organise and hold their own sale activities.
- Schools may either plant the seedlings provided by The Community Chest or produce velvet/silk/paper flowers for charity sale or auction.

II. HOW TO PARTICIPATE

- All schools are welcome to enrol in the activities. Donations may be sought from principals, teachers, alumni, parents, relatives, friends, companies, etc.
- Emphasis should be placed on the educational value of the fundraising activities. Participants are encouraged to show care for the environment and the community and are expected to do their best to raise funds.
- Participating schools may organise the above-mentioned fundraising activities between **November 2023 and February 2024**.
- **All of the above fundraising activities can be organised on a class, whole school or joint school basis.**

CYC member schools

- **Details will be separately announced by the respective CYC District Executive Committees at a later stage.**
- CYC member schools may apply for a financial subsidy from the CYC Office. Relevant quotation documents and receipts should be properly kept for record. The application form for the financial subsidy can be downloaded from the CYC website (<https://www.edb.gov.hk/cyc> → Financial Subsidy for CYC Activities).

Non-CYC member schools

- Non-CYC member schools may contact The Community Chest Office by email (greening@commchest.org) or by phone (phone no.: 2599 6111) **on or before 30 November 2023** for application.

III. AWARDS

Cleaning for Charity, Hiking for Charity and Green Acts for Charity

Gold Award : Schools with total amount of funds raised reaching or exceeding HK\$100,000
Silver Award: Schools with total amount of funds raised between HK\$50,000 and HK\$99,999
Bronze Award : Schools with total amount of funds raised between HK\$30,000 and HK\$49,999

Charity Plant Sale

Gold Award : Schools with total amount of funds raised reaching or exceeding HK\$80,000
Silver Award : Schools with total amount of funds raised between HK\$50,000 and HK\$79,999
Bronze Award : Schools with total amount of funds raised between HK\$30,000 and HK\$49,999

Other Awards

1. "Top Fundraising CYC District Award" : Champion, 1st and 2nd Runners-up
2. "The Best Progress Fundraising CYC District Award" : Champion, 1st and 2nd Runners-up
3. "Top Fundraising Special School Award"

IV. POINTS TO NOTE AND COLLECTION OF DONATION

- All funds raised through “Greening for the Chest” this year will be designated to benefit “Children and Youth services” supported by The Community Chest. **All funds collected under “Greening for the Chest” should go to The Community Chest of Hong Kong and not for other purposes.**
- Schools should bank in all cash and/or crossed cheques payable to “**The Community Chest of Hong Kong**” to one of the following accounts of “The Community Chest of Hong Kong”:
 - Bank of China (Hong Kong) : 033-644-0-015454-0
 - Bank of East Asia : 015-514-10-24793-5
 - Hang Seng Bank : 367-6-004678
- CYC member schools should enrol in the activities and collect donations according to the arrangements announced by the respective CYC District Executive Committees.
- Non-CYC member schools should submit the copies of pay-in slips (with school chop and principal’s signature) and the original copies of application forms provided by The Community Chest to The Community Chest Office **direct** (Address: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong) **on or before 15 March 2024.**
- If necessary, non-CYC member schools may download the Student Sponsor Form from the Community Chest Website: <https://www.commchest.org/en/events>
- All participating schools should keep the sponsor forms of all students, if any, and the original copies of pay-in slips, as well as copies of School Donation Record Sheet(s).

V. ENQUIRIES

The Community Chest Office : 2599 6111
The CYC Office : 2892 6660