



Organizational Member Application Form

Please read the "Code of Practice on Face-to-Face Monthly Donors' Recruitment" carefully before completing this form.

Part A: Particulars *(Please complete in block letters)*

<input type="checkbox"/> Tax Exempt Ref. No:	<input type="checkbox"/> Company Registries / Societies Ordinance Ref. No:
--	--

Organization Name in Chinese _____

Organization Name in English _____

Tel _____ Fax _____

E-mail _____ Website _____

Correspondence Address _____

Mission _____

Objective(s) _____

Core Service(s) _____

Service Type (may select more than one)

- Elderly Children & Youth Family & Community Health & Medicine Poverty
 Animals Protection Education Emergency Relief People with Disability Environment & Conservation
 Others (please specify: _____)

Name of Chief Executive / Organization Head

Name in Chinese _____

Name in English _____ Title _____

Name of Contact Person (if not the same as above)

Name in Chinese _____

Name in English _____ Title _____

E-mail _____ Tel _____

Board of Governance

Post	Name	Serving Year (e.g. 2010-2014)
Chairperson		
Vice-Chairperson		
Hon. Secretary		
Hon. Treasurer		
Hon. Legal Advisor		
Council / Committee Member		
Council / Committee Member		
Council / Committee Member		

(please add new rows on a separate sheet where necessary)

Part B: Information on Face-to-Face Monthly Donors' Recruitment Activities (Please complete in block letters)

1) Is your organization currently active in conducting F2F monthly donors' recruitment activities in public places?

Y (skip question #3)

N (skip question #2)

2) When did your organization start F2F monthly donors' recruitment activities?

_____ (year)

3) When will your organization launch its F2F monthly donors' recruitment activities in public places?

_____ (DD/MM/YYYY) (skip questions below & proceed to Part C)

4) How often does your organization conduct F2F monthly donors' recruitment activities?

On-going

Weekly

Monthly

Occasional (please specify: _____)

5) Whom does your organization deploy to conduct F2F monthly donors' recruitment activities? (may select more than one)

In-house staff team Fundraising agency (name of agency: _____)

Volunteers Others (please specify: _____)

6) On average, how many people (i.e. donor recruiters) does your organization deploy in a day's activity?

7) Remunerative package for donor recruiters (may select more than one)

hourly rate daily pay monthly salary

incentive payment based on a percentage of the funds raised

No pay Others (please specify: _____)

8) Does your organization provide training to donor recruiters?

Y

N (skip question #8a)

8a) Who conducts the training? How often? Is there a written training package?

9) Does your organization require your donor recruiters and/or contracted agency to act in compliance with the "Code of Practice on Face-to-Face Monthly Donors' Recruitment" ?

Y

N

10) How does your organization make known your F2F monthly donors' recruitment activities schedule for public access?

Part C: Declaration

I hereby declare the information provided in this form is true and correct.

By signing below, I declare compliance towards the "Code of Practice on Face-to-Face Monthly Donors' Recruitment" and to be bound by the rules and regulations of the Face-to-Face Monthly Giving Alliance.

Signature with organization chop/seal:

(Signature of Chief Executive / Organization Head)

Name: _____

Title: _____

Date: _____

Please complete the form and email to christine.kwan@hkcss.org.hk and if you have any question please call 2876-2438.