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王韻娜醫生

凝聚家庭扶老弱
開心互助建社區

Date: 14th January 2019

Dear Sir/Madam,

Open Door Ministries Flag Day 15th June 2019

Open Door Ministries (ODM) is a district charity organization set up by the Open Door Baptist Church in Lam Tin in the year 2000. We advocate the Christianity value of “not come to be served, but to serve” and strive to help those families in need and in turn drive those being helped to help others in the community. Our services targets include singleton elderlies and low income families in Lam Tin. Our upcoming focus is the “Happy Family Scheme”. This project aims at reaching out to primary students in low-income families and launches mentor programme in 2017-2019.

ODM, being a relatively young non-governmental organization, has not been able to receive long term subsidy from the government and most of our income comes from individual donation. It is a blessing to us that the Social Welfare Department allowed us to organize a **Flag Day campaign in the Kowloon area on 15th June 2019 (Sat)**. As such we need **2,500 volunteers**. We will take out appropriate insurance cover for all volunteers, and shall issue certificates to each one of them after the event. For volunteers under the age of 14, their parents are welcome to join.

We sincerely hope that your school/organization will be kind enough to help us in this Flag Day campaign. Kindly please fill in the attached reply slip. You may either post or fax it back to us so that we can arrange follow up work. For any enquiries, please feel free to contact Miss LAM Pui Shan, our Community Development Officer, at 23799158.

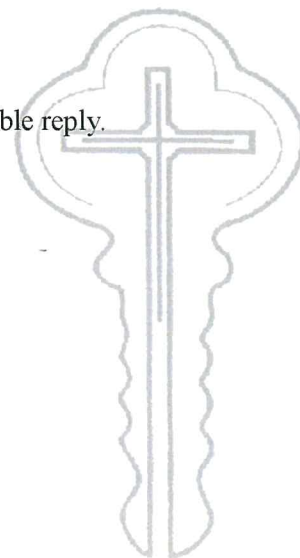
Thank you very much in advance and look forward to receiving your favourable reply.

Yours faithfully,

Chow Chun Sing, Frankie

Board Chairman

Encl.



Reply Slip

- We will provide volunteers to help the Flag Day campaign on 15th June 2019 in Kowloon.
 Number of volunteers aged 14 and above : _____
 Children volunteers (below 14) : Parents _____ Children _____
 (Flag bags will be provided to the parents only but children under 14 can help in selling flags)
 Please arrange us to sell flags in the district of _____ (please choose from table below)
- We are willing to assist but will confirm number of volunteers later.
- We are willing to allow your NGO to place _____ nos. of flag bags in our premises _____ weeks before the Flag Day for collecting donations.
- We are unable to provide volunteers but will donate HK\$ _____ to support the charity services of your NGO.
 (Cheques shall be made payable to "Open Door Ministries Ltd"; alternatively, donations can be banked in HSCB, account no. "004-116-658907-001" with bank in slip faxed or mailed back to ODM)
- Sorry, we are unable to assist in this Flag Day campaign.

School/ Organization	:	_____		
Address	:	_____		
Contact person	:	_____	Post	:
Phone	:	_____	Fax	:
Mobile	:	_____	E-mail	:
		_____		_____

Flag Selling District :

Code	District	Code	District	Code	District	Code	District
KC	Kowloon City	MK	Mong Kok	YT	Yau Tong	SPK	San Po Kong
HMT	Homantin	TKT	Tai Kwok Tsui	LT	Lam Tin	WTS	Diamond Hill, Wong Tai Sin
HH	Hunghom, To Kwa Wan	PE	Prince Edward	KT	Kwun Tong, Sau Mau Ping	TWS	Tsz Wan Shan
TST	Tsim Sha Tsui	SSP	Sham Shui Po, Cheung Sha Wan	NTK	Ngau Tau Kok	LF	Lok Fu, Wan Tau Hom
JD	Jordan	LCK	Lai Chi Kwok	KB	Kowloon Bay	KLT	Kowloon Tong
YMT	Yau Ma Tei	MF	Mei Foo	CH	Choi Hung, Ping Shek	SKM	Shek Kip Mei

Remarks:

- All volunteers helping in selling flags must be aged 14 or above, volunteers under the age of 14 must be accompanied by at least one parent.
- Insurance will be taken out for all volunteers to cover any unexpected accidents.
- We will contact all assisting schools and organizations and will send you forms for registration of individual volunteers and will arrange delivery of flag bags and associated flag selling materials to your school/organization.
- Priority will be given to the district your school/organization has chosen, but there may be a need to arrange distribution of volunteers, your understanding and cooperation will be appreciated.
- All volunteers can only sell flags in the time slot allowed by the Social Welfare Department and must return flag bags to designated collection points afterwards. Details will be given when flag bags are delivered to you.
- Certificates will be issued to individual volunteers as our token of appreciation.

Please fax this reply slip to **23799258** or mail it back to
 Open Door Ministries Limited Unit 1, G/F Tak Lai House, Tak Tin Estate, Lam Tin, Kowloon
 Thank you for your help. For enquiries, please phone **23799158**