

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，關於捐贈物品的種類，我們有以下建議供各位參考：

- 本機構只接受全新 / 清潔完整的二手物品
- 本機構主要服務對象為隱蔽長者、兒童及其家庭，各位捐贈物品前可考慮是否合用
- 本機構職員收到捐贈物資表格將與閣下聯絡，確認捐贈物品後，請把物資運送至本機構香港辦公室（觀塘成業街 19-21 號成業工業大廈 5 樓 33 室），以助我們減省行政開支，把資源用在有需要的群體
- 我們亦支持捐贈者捐款形式資助購買相關物品，詳情請瀏覽捐款支持或致電 2730 0277 與我們聯絡

感謝您的慷慨解囊，與有需要的群體分享幸福。

To utilize every gift-in-kind we receive, Please refer to the following suggestions when considering items to donate:

- We only accept items in new/ used in clean condition
- Our service targets are hidden elders, children and their families; please consider the age appropriateness of your items to donate
- Please complete and return the "Gifts-in-kind" form and return to us and our staff will contact you accordingly. Upon confirmation of donate items, please deliver the materials to our Hong Kong office (Room 33, 5/F, Shing Yip Industrial Building, 19-21 Shing Yip Street, Kwun Tong) in order to reduce our administrative expenses and reserve resources for those in need
- We also appreciate your generosity on subsidizing the purchase of specific products for urgent needs. Please refer to "Donate" in our website or contact us directly by calling 2730 0277

Thank you for your generosity and share the joy with those in need.

捐贈者/機構名稱*Name of Donor/Organization*: _____

聯絡人Contact Person: _____ 電話*Tel. No*: _____

地址 Address: _____

電郵*E-mail*: _____

*必須填寫*Required Field

	物品描述 Item Descriptions (如適用，請包括產品牌子、有效日期等資料 If applicable, please provide more information about the products e.g. brand, expiry dates etc.)	數量(件數) Quantity(Pcs)	箱數 No. of Cartons	狀況 condition
1				全新 New / 二手已清洗 used in clean condition
2				全新 New / 二手已清洗 used in clean condition
3				全新 New / 二手已清洗 used in clean condition
4				全新 New / 二手已清洗 used in clean condition
5				全新 New / 二手已清洗 used in clean condition

* 請連同捐贈物品的相片，連同此表格發送給我們，令我們更清楚物品的合用程度。

Please provide photos of the item with this form to ensure the appropriateness of the gifts-in-kind.

** 確認捐贈物品後，請把物資運送至本機構香港辦公室（觀塘成業街 19-21 號成業工業大廈 5 樓 33 室），以助我們減省行政開支，把資源用在有需要的群體。

Upon confirmation of donate items, please deliver the items to our Hong Kong office (Room 33, 5/F, Shing Yip Industrial Building, 19-21 Shing Yip Street, Kwun Tong) in order to reduce our administrative expenses and reserve resources for those 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 Happy Tree to resell the leftover gift-in-kind for charity purpose, please add "✓" in the box.

開心樹社會服務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，為你提供本機構資訊、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。 Happy Tree 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.

請填妥表格後電郵至 enquiry@happytree.org.hk / Whatsapp 至 5543 5035 / 傳真至 2730 0279

Please return the completed form to enquiry@happytree.org.hk / Whatsapp 至 5543 5035 / 傳真至 2730 0279

開心樹職員將盡快與閣下聯絡，感謝您的支持！

Our staff will contact you shortly. Thank you for your support!