

衷心感謝你對無國界醫生的支持！Thank you very much for supporting MSF!

請於活動舉行前最少一個月填妥以下資料並連同證明文件以電郵或傳真方式遞交。
Please send us back the completed application form with supporting document **at least one month prior** to the event by email or fax.

籌辦單位資料 Information of Organiser

籌辦單位性質 Nature of Organiser :

- 私人公司 非政府機構/非牟利組織 學校/學生組織 個人名義
Corporate Non-governmental Organisation/
Non-Profit Organisation School / Student Group Individual

其他，請註明

Others (please specify) : _____

籌辦單位名稱

Name of Organiser : _____

負責人

Responsible

Person :

職位

Position:

電郵地址

E-mail :

聯絡電話

Tel :

地址

Address :

合辦單位名稱 (如適用) Name of Co-Organiser(s) (if any) :

活動詳情 Details of Event

1. 活動名稱

Name of Event : _____

2. 活動種類

Type of Event :

(例如演奏會、步行籌款、展覽、饑饉餐、便服日等 e.g. charity concert; walkathon; exhibition; famine lunch; casual wear day etc.)

3. 活動日期

Date/Period of Event :

4. 舉行地點 Venue :

5. 參加者及預計人數

Target Participants and

Expected Number :

宣傳方法 Promotions

1. 宣傳方法 Intended Forms of Promotion :

(例如發給家長或贊助者之募捐信、宣傳海報、單張、募捐或參加表格、廣告、記者會、開幕禮等
e.g. appeal letters to parents/sponsors; posters; leaflets; donation/participation form; advertisements;
press conference/kick-off ceremony etc)

2. 計劃聯絡或已確定之活動贊助者 Potential/Confirmed Sponsors :

籌款方法 Fundraising Mechanism

1. 請簡述籌款方法 Fundraising Mechanism:

(例如是否設有最低籌款額、票價或參加費等 e.g. any minimum donation amount, price of tickets,
participation fee, etc.)

2. 估計籌款總額 Estimated proceeds : _____

3. 捐予無國界醫生之總額或百份比 (請提供支出預算表)

Amount/Percentage of proceeds to be donated to MSF (Please provide a budget plan) :

- 所有收益全數撥捐 All proceeds without deducting costs
- 所有收益扣除開支後全數撥捐 Net proceeds after deducting costs
- 撥捐收益中之 _____ % of the proceeds
- 從收益中撥捐 HK\$ _____ of the proceeds

4. 如有其它受惠機構，請註明 If there are other beneficiaries, please specify:

捐款收集方法 Method for Collecting Donations

1. 捐款將以以下方式收集 Donations will be collected in :

- 支票 Cheque 現金 Cash
- 其他 Others (請列明 Please specify: _____)

2. 無國界醫生捐款箱借用 (如適用) MSF Donation Box Placement (if applicable):

細捐款箱	個	大捐款箱	個
Small Donation Box _____ pcs		Large Donation Box _____ pcs	
6" x 4.75" x 11"		8" x 8" x 9"	

借用日期 Placement Period : _____ — _____

預計歸還日期 Expected Return Date : _____

3. 預計遞交捐款日期 Estimated Date of Donation : _____

簽署及公司蓋章 Signature and Company Stamp

本人 _____ 確認為這個籌款項目的負責人，並確認在此表格內列出的資料準確無誤，包括支出預算表。本人／公司承諾遵守無國界醫生支持者籌款守則內列出的所有條款及細則。

I /My company _____ confirm(s) that I am responsible for this fundraising project. The details outlined in this application are correct, including the budget plan, and I/My company accept(s) all terms and conditions outlined in the Fundraising Principles For MSF Supporters.

簽署及公司蓋章 (如適用)
Signature and Company Stamp (as applicable)

日期 Date

注意事項 Note :

- 「無國界醫生」乃香港註冊慈善團體，捐款港幣一百元或以上的可扣減稅款。MSF is a registered charity in Hong Kong. Donations of HK\$100 or above are tax-deductible.
- 無國界醫生對你個人私隱保障的承諾：我們絕不會出售或與任何公司/機構交換你的個人資料。你所提供的資料絕對保密，只會被無國界醫生（香港）及我們委託的服務提供者用作捐款處理、收據發送及與捐款相關的通訊用途。所有資料的使用均嚴格遵守我們的私隱聲明，詳列於我們的網站 www.msf.hk。
Our promise to protect your privacy: Médecins Sans Frontières Hong Kong (MSF) promise not to sell, share or swap your personal information with other company/ organisation. The information you provide will be treated as strictly confidential, used only by MSF and our carefully selected service providers for the purposes of donation administration, receipt issuing and communications about your donation. You may wish to refer to our Privacy Policy, found on our website, www.msf.hk
- 為了與你保持聯繫，我們可能會使用你的個人資料，向你提供無國界醫生的救援工作消息、活動、籌款呼籲及收集意見。如果你不願意我們以上述方式聯絡你，請在下面的方格上填上剔號。你亦可以隨時以郵寄方式或電郵至 unsubscribe@hongkong.msf.org，通知我們停止接收有關資訊。To allow us to stay in contact with you, we may use your personal information to inform you about MSF relief work, activities, fundraising appeals and to conduct donor survey. If you do not agree to being contacted in this way, please tick the box below. You may choose to stop receiving such information at any time; simply tell us by post or email to unsubscribe@hongkong.msf.org.
- 我不願意收到上述有關無國界醫生的通訊及資料。I do not wish to receive such materials and communications from MSF.

無國界醫生支持者籌款守則

FUNDRAISING PRINCIPLES FOR MSF SUPPORTERS

下列是「無國界醫生」的贊助者/支持者在舉辦籌款活動時必須遵守的原則。

The following are some guiding principles on how fundraising campaigns initiated by supporters of MSF should be done.

這些原則保證籌款活動舉辦時能夠：

- 清楚向公眾介紹「無國界醫生」的工作
- 適當的交代籌款活動的目的
- 確保活動不會有損無國界醫生的公信力
- 恰當使用「無國界醫生」的名稱和徽號

They are there to ensure the

- clarity of messages communicated to the public regarding our work
- proper communication of the purposes/goals of the fundraising event
- accountability of our organization to the public
- proper use of our name/logo

這樣，「無國界醫生」才能：

- 捍衛「無國界醫生」的工作原則
- 保障「無國界醫生」的捐款人或支持者
- 保障我們的志願人員
- 保障我們的機構

So that we can protect

- our donors/supporters
- the work that we represent
- our volunteers and
- our organization

責任及贊助金額

ACCOUNTABILITY AND SPONSORSHIP AMOUNT

所有籌款活動必須在公平、負責任及合法的情況下進行。參與者的權利必須得到尊重。支持者或贊助者必需預先知道他們的捐款中有多少會用作支持「無國界醫生」的救援工作(如「全數的百分之多少」或「扣除開支後之餘數」等)。這方面的數據必須清楚向支持者及贊助者交代。

在籌款活動開始前，「無國界醫生」及活動籌辦者必須協商同意籌得款項中會捐給「無國界醫生」的百分比或實際金額。該款額/或百分比(包括金錢及非金錢性質的資助)，應不少於支持者、贊助者或活動籌辦者因運用「無國界醫生」的徽號及/或名稱而取得的宣傳效益。

我們更希望，籌款活動過後，你們能公佈或通知支持者/贊助者實際籌得的金額，和撥捐了給「無國界醫生」的金額，以進一步保證該活動的透明度。

All fundraising campaigns should be conducted in a fair, accountable and legal manner. The rights of the participants should be respected. To this end, we feel it is very important that potential supporters/sponsors of your fundraising campaign know in advance how much (the percentage or the amount e.g. all proceeds after deducting costs) of their donations will go towards supporting MSF. This information should be clearly communicated to the potential supporters/sponsors.

The percentage of or the actual amount of sponsorship going to MSF should be agreed on between MSF and the organizer of the fundraising event well before any work starts on soliciting support. The percentage and/or the actual contribution (which may include financial and otherwise) should be no less than the publicity value that any use of our logo and/or name is going to bring to the user.

It will be most desirable if you can also publicize or inform supporters/sponsors after the event how much you raised and how much you donated to MSF so as to re-assure your supporters/sponsors.

有關在籌辦活動中使用「無國界醫生」的徽號和名稱

USE OF THE MSF LOGO AND NAME IN FUNDRAISING CAMPAIGNS

「無國界醫生」歡迎你們向公眾宣傳我們的工作，以提高大眾對危難人群的關注。但你們需在發放有關資料前，先將宣傳草稿交予我們過目，以便我們提供有關救援工作的最新數據，及確保數據準確無誤。

另外，請注意由「無國界醫生」支持者舉辦的籌款活動，其發言人只代表該項活動，而非代表「無國界醫生」。

由於我們的徽號和名稱是註冊商標，若你們計劃在活動中引用我們的徽號或名稱，必須先取得「無國界醫生」的同意，並通知我們將會如何、在何時及在甚麼情況下引用。

所有提及「無國界醫生」的通訊，包括書信、宣傳刊物、海報等，亦需先取得無國界醫生的確認方可使用。

You are welcome to report on our work to raise public awareness of the populations in danger. However, you are required to send us in advance any report/article/promotional material in which our name is being mentioned. This will enable us to update you on any latest developments and help to ensure that the outgoing information about our work is accurate.

It must also be made clear that the spokesperson for any event organized by supporters of MSF speaks only for the event, but not for MSF unless that spokesperson is from MSF or has been chosen by MSF to act in such capacity.

As our logo and name are registered trademarks, if you plan to use them, we will need to know how/when/in what context they are being used.

The logo and name should be used for the benefit of MSF and any use should be approved by MSF in advance.

有關贊助機構

CORPORATE SPONSORS

在接受機構贊助方面，「無國界醫生」有一系列指引。總括來說，我們不接受以製造或買賣軍火、煙草、酒、石油、鑽石、黃金或藥物為主要業務的機構的贊助。

至於其它類形的贊助機構，「無國界醫生」會作個別研究，主要考慮因素包括該機構的宗旨及業務是否與「無國界醫生」的人道原則相違背。

如活動相關機構的宗旨、業務與「無國界醫生」的人道原則相違背，「無國界醫生」將保留允許活動申請者使用「無國界醫生」組織標誌及名字的權利。

In MSF, we have ethical guidelines regarding getting money from corporate sponsors. As a general rule, we do NOT accept money from corporate whose prime business activities include arms manufacturing, tobacco, alcohol, pharmaceutical manufacturing, diamonds, gold or oil.

Other corporate sponsors will be evaluated on an individual basis taking into account whether the interests/behavior of the sponsors are in conflict with our humanitarian principles.

We reserve the right to refuse to put our name or logo in the same communication or be seen to be associated in any way with corporate sponsors whose interests/behaviour are in contravention with our humanitarian principles.