



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)

PATRON • HIS EXCELLENCY THE PRESIDENT OF SINGAPORE

DONATION BOX PROGRAMME 2015 REQUEST FOR DONATION BOX

Purpose of Collection	General Funds - For Local Humanitarian Services		
Type of Collection	Internal / External		
Name of Company/Organisation			
Type of Business		UEN	
Address			
Contact No.			
Website Address			
No. of Employees			
Name of Business Owner		Contact No	
I/C No			
Email Address			
Name of Liaison Person		Contact No	
I/C No			
Email Address			
Number of Boxes			
Proposed location for placement of donation box	Cashier Counter / Entrance / Booth / Others:		
Please provide address if collection is different from above			
Period of placement	From:		to
AUTHORISATION/ SIGNATURE/ DATE/COMPANY'S STAMP			
We confirm our intention to help Singapore Red Cross in collecting funds for the above-mentioned purpose.			

RED CROSS' USE ONLY

Date received / By (name):

Fundraising Permit Needed?

_____ No Yes - Permit No.

Proceeds to be assigned to:

_____ GF O/s Relief

Recommended (HOD)?

_____ Y / N

Approved (SG)?

_____ Y / N

YES - Date MOA signed

NO - Date replied

Box No.



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DONATION BOX PROGRAMME 2015 TERMS AND CONDITIONS FOR DONATION BOX PROGRAMME

- 1) Participants are to collect funds through Donation Box only when the “Collector’s Certificate of Authority” (CCA) has been received from Singapore Red Cross Society (SRC) provided by National Council of Social Service (NCSS). The CCA should be produced upon request by any authorities.
- 2) All funds raised through the Donation Box programme will proceed to Singapore Red Cross Society local humanitarian services.
- 3) Collection date of the donations from the Donation Box will be set on every mid & end of the year (to be advised further), unless a request is made by the Participant. However, the Participant can request for collection at any point of time, if the Donation Box is full.
- 4) Upon collection, donations will be transferred into a Donation Bag and secured with the Security Cable Tie. The entire collection will be handled by a Fund Raising staff, with the witnessing and acknowledgement by an appointed organization staff.
- 5) Participants are strictly not allowed to open the Donation Box used under this programme. Keys or any access to the Donation Box are to be surrendered and ONLY to be kept by Singapore Red Cross Society.
- 6) No counting of donations will be done on-site during the collection. Counting of donations will be done only in Red Cross House by a Fund Raising staff together with a Finance staff as a verifier.
- 7) Stolen or loss of Donation Box must be reported immediately to Singapore Red Cross and a police report must be made. Copies of the police report will be given to the SRC.
- 8) Damage of Donation Box must be reported immediately to Singapore Red Cross and in cases where the box is badly damaged and donation can be easily accessed, a police report must be made. Copies of the police report will be given to the SRC.
- 9) Participants must write in to Singapore Red Cross to notify the termination of the programme should they not wish to continue the Donation Box programme.
- 10) The Donation Box should be displayed at all times throughout the period of the Donation Box Programme. In the event if the Donation Box is not displayed for donations, participant must write in to Singapore Red Cross and advice on the resume date of this programme.

I have read this Agreement and agree to the terms and conditions.	
Name	
Signature	
Date	