

## Education Bureau Circular Memorandum No. 170/2024

From : Secretary for Education  
Ref. : EDB(SSS)/CYC/24/3(12)  
Date : 13 September 2024

To : Heads of all primary and secondary schools

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### “Greening for the Chest” 2024/25

#### Summary

The upcoming “Greening for the Chest” 2024/25, organised by The Community Chest of Hong Kong (The Community Chest) in collaboration with the Community Youth Club (CYC) of the Education Bureau, aims to help improve the environment and raise students’ awareness of environmental protection as well as to raise funds for The Community Chest. Heads of schools are invited to encourage their teachers and students to form participating teams and support the activity.

#### Details

2. The “Greening for the Chest” 2024/25 includes the following fundraising activities:

- (a) Cleaning for Charity, Hiking for Charity and Green Acts for Charity; and
- (b) Charity Plant Sale.

Details of these activities provided by The Community Chest are attached hereto.

3. For **CYC member schools** that wish to join the above-mentioned fundraising activities, please refer to details to be announced by the **respective CYC District Executive Committees** at a later stage.

4. For non-CYC member schools interested in forming school-based/joint school teams to participate in the above-mentioned fundraising activities, please contact The Community Chest Office by email ([greening@commchest.org](mailto:greening@commchest.org)) or by phone at 2599 6111 **on or before 29 November 2024 (Friday)** for application.

5. Leaflets prepared by The Community Chest for publicity will be sent to schools by post later.

#### Enquiries

6. For enquiries, please contact The Community Chest Office at 2599 6111 or the CYC Office at 2892 6660.

Ms Cynthia CHAN  
for Secretary for Education

encl.

c.c. Heads of Sections - for information



# “Greening for the Chest” 2024/25

The Community Chest Office: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong  
Email: [greening@commchest.org](mailto:greening@commchest.org) Tel: 2599 6111 Fax: 2506 1201

## Fundraising Activities and Method of Participation

### I. FUNDRAISING ACTIVITIES

#### 1. Cleaning for Charity, Hiking for Charity and Green Acts for Charity

##### i) Cleaning for Charity

- Participating schools may choose their own sites for conducting the Cleaning for Charity activity.
- The activity may take place in schools, elderly homes or other places in the community. Schools should also encourage students to support the fundraising activities by cleaning their own homes and soliciting donations from principals, teachers, classmates, parents, relatives, friends, companies, etc. Schools may decide on the number of service hours, type of service and criteria for sponsorship.

##### ii) Hiking for Charity

- Participating schools may choose a suitable and safe hiking route on their own for conducting the Hiking for Charity activity. They may refer to the trail information provided on the website of the Agriculture, Fisheries and Conservation Department (AFCD) (<https://www.hiking.gov.hk/trail>).
- Participating schools may engage principals, teachers, alumni and/or parents in the hiking trip to help students acquire a better understanding of nature and enhance their awareness of environmental protection. Schools may decide on the criteria for sponsorship.
- If the hiking is to be conducted at a location managed by AFCD, schools are required to complete the “Notification of Hiking for Charity” form (available from The Community Chest) and return it to the Police Station of the respective district. Schools are also required to read the “Guidelines on Outdoor Activities” of the Education Bureau (website: <https://www.edb.gov.hk/en/> → School Administration and Management → Administration → About Activities → School Activities Guidelines).

##### iii) Green Acts for Charity

- Participating schools can organise a variety of “green” fundraising activities, such as second-hand clothing fashion show; recycling bag design competition; recycling program; DIY reused cutlery; reusable lamps, eco-friendly soap or hand sanitizers, enzyme cleaner workshops; eco-friendly sports competition and energy saving competition; use food waste to make fertilizer; DIY recycled plastic bottle planters, and use flower seedlings provided by The Community Chest for charity sales etc.

**Be Creative!**

#### **Green Acts To-do List:**

##### Second-hand Clothing Fashion Show

The event aims to promote sustainable living which is related to the earth's ecosystem by redesigning old clothes. Students can cut and redesign second-hand clothes, and also adopt Ocean Ecology as a theme. Students are required to explain the messages behind each costume so as to enable them to further comprehend the importance of environmental conservation.

### DIY Cutlery Workshop

The activity aims to encourage students to bring their cutlery and cultivate their "plastic-free" habits. DIY cutlery bag workshop and wood carving class can be organised. Students can bring their own thick and cleaned old clothes to use as fabric materials. Students can use their own carved cutlery during lunchtime at school.

### Green Airplane Race

The activity aims to encourage students to be creative in their daily lives and reduce waste through waste recycling. Students have to create "green" airplanes for competition by reusing disposable plastic bottles and paper rolls. A post-event exhibition can be organised to showcase participants' artwork and inspire more students with the idea of "waste recycling".

- Schools may decide on the criteria for sponsorship.

## 2. Charity Plant Sale

- **CYC member schools** that wish to join the Charity Plant Sale may refer to the details to be announced by the respective CYC District Executive Committees at a later stage.
- **Non-CYC member schools** may organise and hold their own sale activities.
- Schools may either plant the seedlings provided by The Community Chest or produce velvet/silk/paper flowers for charity sale or auction.

## II. HOW TO PARTICIPATE

- All schools are welcome to enrol in the activities. Donations may be sought from principals, teachers, alumni, parents, relatives, friends, companies, etc.
- Emphasis should be placed on the educational value of the fundraising activities. Participants are encouraged to show care for the environment and the community and are expected to do their best to raise funds.
- Participating schools may organise the above-mentioned fundraising activities between **November 2024 and February 2025**.
- **All of the above fundraising activities can be organised on a class, whole school or joint school basis.**
- **We strongly encourage schools or students to take pictures or videos of their activities which could be shared with The Community Chest to promote the event "Greening for the Chest".**

### **CYC member schools**

- **Details will be separately announced by the respective CYC District Executive Committees at a later stage.**
- The CYC member schools may apply for a financial subsidy from the CYC Office. Originals of relevant quotation documents and receipts should be sent to the CYC Office with completed CYC application forms for financial subsidy and reimbursement. Application forms can be downloaded from the CYC website (<https://www.edb.gov.hk/cyc> → Financial Subsidy for CYC Activities).

### **Non-CYC member schools**

- Non-CYC member schools may contact The Community Chest Office by email ([greening@commchest.org](mailto:greening@commchest.org)) or by phone (phone no.: 2599 6111) **on or before 29 November 2024** for application.

## **III. AWARDS**

### **Cleaning for Charity, Hiking for Charity and Green Acts for Charity**

Gold Award : Schools with total amount of funds raised reaching or exceeding HK\$100,000  
Silver Award: Schools with total amount of funds raised between HK\$50,000 and HK\$99,999  
Bronze Award : Schools with total amount of funds raised between HK\$30,000 and HK\$49,999

### **Charity Plant Sale**

Gold Award : Schools with total amount of funds raised reaching or exceeding HK\$80,000  
Silver Award : Schools with total amount of funds raised between HK\$50,000 and HK\$79,999  
Bronze Award : Schools with total amount of funds raised between HK\$30,000 and HK\$49,999

### **Other Awards**

1. "Top Fundraising CYC District Award" : Champion, 1st and 2nd Runners-up
2. "The Best Progress Fundraising CYC District Award" : Champion, 1st and 2nd Runners-up
3. "Top Fundraising Special School Award"

#### IV. POINTS TO NOTE AND COLLECTION OF DONATION

- All funds raised through “Greening for the Chest” 2024/25 will be designated to benefit “Children and Youth services” supported by The Community Chest. **All funds collected under “Greening for the Chest” should go to The Community Chest of Hong Kong and not for other purposes.**
- Schools should bank in all cash and/or crossed cheques payable to “**The Community Chest of Hong Kong**” to one of the following accounts of “The Community Chest of Hong Kong”:
  - Bank of China (Hong Kong) : 033-644-0-015454-0
  - Bank of East Asia, Limited, The : 015-514-10-24793-5
  - Hang Seng Bank : 367-6-004678
- CYC member schools should enrol in the activities and collect donations according to the arrangements announced by the respective CYC District Executive Committees.
- Non-CYC member schools should submit the copies of pay-in slips (with school chop and principal’s signature) and the original copies of application forms provided by The Community Chest to The Community Chest Office **direct** (Address: Unit 1805, 18/F, Harcourt House, 39 Gloucester Road, Wanchai, Hong Kong) **on or before 14 March 2025.**
- If necessary, non-CYC member schools may download the Student Sponsor Form from The Community Chest Website: <https://www.commchest.org/en/events>
- All participating schools should keep the sponsor forms of all students, if any, and the original copies of pay-in slips, as well as copies of School Donation Record Sheet(s).

#### V. ENQUIRIES

The Community Chest Office : 2599 6111  
The CYC Office : 2892 6660