



惠僑英文中學

WAI KIU COLLEGE

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Ref. No. : SGS_ECA_SS 23-24/06E

26th February, 2024

Dear Parents/Guardians,

People Service Centre Limited Flag Day

People Service Centre Limited was formed by a group of persons actively participating in the community and in society in response to the gradually deteriorating poverty problem. The centre will hold a flag sale to raise funds. The school will arrange students to participate in the flag sale. The details of the activity are as follows:

Activity	People Service Centre Limited Flag Day	Teacher-in-charge	Mr. YEUNG Yuen-hang & Ms. LAW Suet-kam
Date	9 th March, 2024 (Saturday)	Transportation	On foot
Venue	Shek Kip Mei	Fee	Free
Meeting time	08.15 a.m.	Meeting venue	Room 102 & 103
Dismissal time	11.30 a.m.	Flag Bag Collection Station	Room 102 & 103
Remarks	1. Parents should read the "Notes for Flag Volunteers" at the back of the notice carefully. 2. If necessary, please follow the procedure of "absence of class" on page 18 of the student handbook for sick leave and personal leave. 3. If Typhoon No.3 or above, red rainstorm signal or black rainstorm signal is hoisted by the Hong Kong Observatory before 7.a.m., the above activity will be cancelled. In case of poor weather during the activity, the teachers-in-charge will arrange students to go home under safe condition.		

Please submit the signed reply slip to the **class teacher** before **28/02/2024**. For enquiries, please contact **Ms. LAW Suet-kam**.

Yours faithfully,


CHENG Che-yin M.H.
(Principal)

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Reply Slip

Dear Principal,

I acknowledge the arrangement of the activity "People Service Centre Limited Flag Day" and agree to have my *son/daughter participating in this activity.

Name of Student: _____

Class and Class No.: _____

Signature of Parent / Guardian: _____

Name of Parent / Guardian: _____

Date : _____

Notes for Flag Volunteers

1. All students must arrive at Room 102 & 103 to report to the teacher on duty before 8:15 am.
2. Students must wear neat school uniforms. When necessary, they must wear a "volunteer card". Try to sell flags in crowded places.
3. When students sell flags to passers-by, they should keep smiling, be friendly and polite, and take the initiative to say the following conversations to passers-by:
"Morning, Sir/Madam: Please buy a flag." ... "Thank you!"
"Good Morning! Would you please buy a charity flag for... ?" ... "Thank you !"
4. Students are not allowed to change the place where the flag is sold, and they will roll their names when the teacher patrols.
5. Students must keep the flag bags carefully. In case of loss or damage, they must immediately report to the teacher on duty.
6. Students should work in groups of two to take care of each other and avoid too many volunteers gathering.
7. At each station and on the street, you should pay attention to the following:
 - (i) Pay attention to road safety and provide services in a safe environment;
 - (ii) do not stay in the train station so as not to obstruct the entrance way;
 - (iii) Do not sell flags to vehicles driving on the road so as not to obstruct traffic and pose a danger;
 - (iv) Flag sales activities are not allowed near tram stops, bus, minibus and taxi stands so as not to hinder passengers from boarding and disembarking.
8. Students must return to Room 102 & 103 to return the flag bag before 11:30 am.
9. Students should pay attention to their physical condition and take proper rest.
10. If you need assistance or support, you can immediately contact the teacher- in-charge at 27776289.