



To: All Scout Groups of Silver Jubilee District
District Commissioner, Silver Jubilee District

ARRANGEMENTS FOR THE SCOUT RAFFLE CAMPAIGN 2012

As in the past years, the annual Scout Raffle Campaign will be held in the spring of 2012 to raise funds to help our Scout Groups, Districts and Regions. Detail of the raffle campaign is as follows:-

Selling Period : 15 January 2012 (Sunday) to 3 March 2012 (Saturday)
Date of the Raffle Draw : 10 March 2012 (Saturday)
Venue of the Raffle Draw : The Hong Kong Scout Centre

Should you want to make use of the campaign to raise funds for your Group, please contact your District Commissioner (Mr J C Stuart McDOUALL), or Miss HO Hiu-ching of the International & Liaison Branch. A copy of the rules and guidelines for this year's campaign is attached for your reference. For enquiries, please contact the International & Liaison Branch at 2957 6400.

(Paul KUA)
for Chief Commissioner

**Scout Association of Hong Kong
Scout Raffle Campaign 2012
Rules and Guidelines**

1. Introduction

- 1.1 The Association will apply for a Lottery Licence from the Television and Entertainment Licensing Authority (TELA) for conducting the annual Raffle Campaign to help Scout Groups, Districts and Regions to raise fund each year.
- 1.2 Approval has been given by the Commissioner for TELA for the Association to conduct the Hong Kong Scout Raffle Campaign in early 2012. The Lottery Licence Number is 4230.

2. Distribution of Raffle Tickets

- 2.1 Raffle tickets will be distributed to participating Scout Groups, Scout Leaders and Lay Members of the Silver Jubilee District by the International & Liaison Branch in early-January 2012.
- 2.2 **No raffle tickets should be sold or offered for sale on any road, street, pavement, footbridge, path, lane, alley, square or court in the control of or which is the property of the Government and in any other public place. It is an offence for such contravention. Violation of any licence conditions may result in the Lottery Licence being revoked.**

3. Selling Price

- 3.1 Each raffle ticket is to be sold at HK\$10.00 (as printed on the ticket).
- 3.2 According to the licensing conditions, the price of the raffle ticket must not be changed. **It is a criminal offence if the ticket is sold at a different price.**

4. Selling Period

- 4.1 The selling period is from 15 January to 3 March 2012 (both dates inclusive) as approved by the Commissioner for TELA in the licence.
- 4.2 According to the licensing conditions, **raffle tickets must not be sold outside this period (i.e. earlier or after this period).**

5. Criteria for Group Participation

To qualify for participating in this year's campaign,

- 5.1 a Group must have submitted the audited Statement of Account of the Group for the preceding financial year to the District Commissioner pursuant to the Rules of POR and have returned all the raffle proceeds and unsold tickets of the Hong Kong Scout Centenary Raffle Campaign on time; but the aforesaid criteria may be waived for new Groups registered after 1 June 2010 which are registered for less than 18 months.

5.2 the Silver Jubilee District is required to submit the audited Statement of Account of the District for the preceding financial year to the Assistant Chief Commissioner (International & Liaison) .

6. Distribution Arrangements

- 6.1 The International and Liaison Branch is responsible for distributing raffle tickets to Lay Members, District Commissioner and Groups of the Silver Jubilee District. For environmental reasons, Scout Groups are advised to request for raffle tickets based on reasonable estimates of sales. The distribution will be made in early-January 2012.
- 6.2 Upon receiving the Raffle tickets, the Group Scout Leader or Scouter-in-charge of the Group is required to sign a Letter of Undertaking to signify his/her agreement to comply with the rules of the Scout Raffle Campaign 2012.
- 6.3 In view of the short selling period, participating Groups/Units are reminded to distribute the raffle tickets to their members at the earliest possible time.
- 6.4 The Group Scout Leader or Scouters-in-charge is required to inform the members details of Scout Raffle Campaign 2012 (e.g. Sale of Raffle Tickets, Selling Period, Selling Price, Collection of Raffle Stubs, Raffle Proceeds and/or Unsold Tickets, etc) and ensure that they fully understand and comply the arrangements. “Notes on the Arrangements for the Scout Raffle Campaign 2012” is attached as an Appendix to be used as needed. Please keep a copy of the raffle ticket distribution list for ready reference.
- 6.5 Raffle Tickets intended for Leaders and Lay Members of Silver Jubilee District will be delivered by courier or by hand.

7. Allocation of Raffle Proceeds

- 7.1 15% of the proceeds will be set aside to meet all administrative expenses including purchase of prizes. Surplus, if any, will be credited to the “Scout Development Funding Scheme,” which will be used to support activities for promotion of Scouting and membership growth.
- 7.2 The raffle proceeds will be allocated as follows:-

	Sales Unit	
	Silver Jubilee District	Group
Scout Association of Hong Kong	25%	25%
Silver Jubilee District	75%	10%
Group in the Silver Jubilee District	--	65%

8. Criteria for Release of Raffle Proceeds

- 8.1 Participating Group/District should have a bank account in the name of the Group/District and submit the audited 2011/2012 Statement of Account to the District/International & Liaison Branch on or before the specified date.

- 8.2 Raffle proceeds will be released to respective Group and District if the criteria set out in section 8.1 have been met as follows:

Date of Submission of 2011/2012 Statement of Account with a Valid Bank Account	Date of Crediting Raffle Proceeds
Before 30 June 2012	July 2012
Before 31 October 2012	November 2012

- 8.3 If a Group/District fails to submit the audited annual Statement of Account of the preceding year to the District Commissioner/Assistant Chief Commissioner (International & Liaison) or does not have a valid bank account on or before 31 October 2012, the relevant raffle proceeds will be transferred to the “Scout Development Funding Scheme”.

9. Raffle Draw

The Raffle Draw is scheduled to be held on 10 March 2012 (Saturday) at the Hong Kong Scout Centre.

10. Raffle Stubs Collection Box

10.1 Stubs collection boxes will be placed at the Association Headquarters, Regional Headquarters, branches of Park’N Shop or TASTE or International from 15 January 2012. All raffle stubs must be put into the stubs collection boxes no later than 3 March 2012 (Saturday) for the draw.

10.2 Raffle stubs are put into collection boxes by the purchasers or via the Scout Groups concerned. Group Scout Leaders should arrange to collect raffle stubs from their members in good time and put them into the aforesaid locations by the specified period.

11. Return of Raffle Proceeds and/or Unsold Tickets

Group Scout Leaders/ District Commissioner/ Lay Members should return the following items to the International & Liaison Branch on or before 5 pm, 17 March 2012 (Saturday).

- (1) Document of Raffle Proceeds (crossed cheque/bank pay-in slip/cash)【see paragraph 12 below】; and
- (2) Unsold Tickets (if any); and
- (3) Raffle Ticket Settlement Slip.

12. Methods of Returning Raffle Proceeds

12.1 By Crossed Cheque

The cheque should be made payable to “Scout Association of Hong Kong”. Please write down the Group/Unit name, contact person and contact number on the back of the cheque.

12.2 By Depositing the Proceeds into the Association's Bank Account

Raffle proceeds can be deposited to the Association's bank account with the **Hang Seng Bank, Account No 024-284-012325-001**. Please write down the Group/Unit name, contact person and contact phone number on the back of the original bank pay-in slip.

Please send the original bank pay-in slip (after paying in the bank) to the International & Liaison Branch and keep a copy of the pay-in slip for your own record (Note: The original bank pay-in slip must be submitted to the International & Liaison Branch. The issue date of the official receipt by the Association will be taken as the date of returning the raffle proceeds.)

12.3 In Cash

Cash raffle proceeds should be delivered to the International & Liaison Branch in person. Please do not send cash by post.

13. Lost Tickets

13.1 If a Lay Member/Group Uniform Member/ loses any raffle ticket(s) allotted, he/she must report the incident to the Police. A copy of Police Report must be sent to the Administration Branch through the International & Liaison Branch within 3 working days after the incident. (Please write down the Group/Unit name, contact person and contact phone number on the Police Report.) Group Scout Leaders/ District Commissioner/ Lay Members should return the raffle proceeds and unsold tickets together with the original Police Report, where applicable, to the International & Liaison Branch. Otherwise, the tickets will be regarded as sold.

13.2 As required by the licensing Authority, the lost ticket numbers shall be declared invalid by advertising in one English and one Chinese newspaper circulating in Hong Kong. Our Association reserves the rights to claim from the person and/or Group/District concerned for the expenses incurred for advertising the lost tickets.

14. Location and Opening Hours of International & Liaison Branch

14.1 Address: Room 1010, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon

14.2 Opening Hours: Mon-Fri: 9:30 am – 6:00 pm & Sat:9:30 am – 5:00 pm
(except public holidays)

15. Important Dates

Selling Period of Raffle Tickets	15 January 2012 (Sunday) to 3 March 2012 (Saturday)
Period of Placing Raffle Stubs Collection Box	15 January 2012 (Sunday) to 3 March 2012 (Saturday)
Raffle Draw	10 March 2012 (Saturday)
Deadline for Returning Raffle Proceeds and/or Unsold Ticket	5 pm, 17 March 2012 (Saturday)

16. Enquiries

International & Liaison Branch (Telephone No: 2957 6400 / Fax No: 2302 1001)

17. Important Note

- 17.1 Participation in the Scout Raffle Campaign 2012 is absolutely voluntary. All participating Groups must observe the rules of the Lottery Licence specified by the Television and Entertainment Licensing Authority and no Raffle ticket should be sold in public places.
- 17.2 If a Group fails to submit an audited annual Statement of Account of the preceding year to the District Commissioner and return the Raffle proceeds and unsold tickets on time, the Association may bar them from participating in future Raffle Campaign and other fund-raising activities.
- 17.3 District staff/Lay Members should return unsold ticket/raffle proceeds latest on 30 June 2012. Non-returned raffle proceeds and tickets are assumed to have been sold. Therefore, any outstanding amount will be deducted from the raffle proceeds in July or November 2012.

Scout Association of Hong Kong
Notes on the Arrangements for the Scout Raffle Campaign 2012

To: Members of _____ Group

1. Introduction

The Commissioner for Television and Entertainment Licensing Authority has given her approval for the Association to conduct the Scout Raffle Campaign 2012 to help Scout Groups, Districts and Regions to raise fund. The Lottery Licence Number is 4230.

2. Sale of Raffle Tickets

No raffle tickets should be sold or offered for sale on any road, street, pavement, footbridge, path, lane, alley, square or court in the control of or which is the property of the Government and in any other public place. It is an offence where any licensing condition is contravened. Violation of any licence conditions may result in the Lottery Licence being revoked.

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4. Selling Period

The selling period is from 15 January to 3 March 2012 (both dates inclusive) as approved by the Commissioner for TELA in the licence. According to the licensing conditions, **raffle tickets must not be sold outside this period (i.e. earlier or after this period).**

5. Collection of Raffle Stubs

5.1 In person

All raffle stubs must be put into stubs collection boxes, which will be placed at Association Headquarters, Regional Headquarters, branches of Park'N Shop or TASTE or International, no later than 3 March 2012 (Saturday) in order to enter in the draw to be held on 10 March 2012 (Saturday).

5.2 Via Scout Group

Please return all the raffle stubs of sold tickets to (Name of Scout Leader: _____) on or before _____ () for the draw to be held on 10 March 2012 (Saturday).

6. Raffle Proceeds and/or Unsold Tickets

Members are required to return all raffle proceed and/or unsold tickets to the Leader-in-charge. Details are as follows:

Date: _____ ()

Venue: _____

Name of Leader-in-charge: _____

Contact Phone Number: _____

7. Important Note

Participation in the Scout Raffle Campaign 2012 is absolutely voluntary.