



Scout Association of Hong Kong
Administration Branch

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Special Circular No. 23/2006
15 November 2006

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

ARRANGEMENTS FOR THE 2007 SCOUT RAFFLE CAMPAIGN

The 2007 Scout Raffle Campaign will be held in the spring of 2007 to help Scout Groups, Districts and Regions to raise funds. As in previous years, to boost sales, 4 detachable gift and complimentary coupons are printed on the raffle tickets so that buyers of the raffle could use them to get the specified privileges. Details of the raffle campaign are as follows:-

Selling Period : 28 January 2007 (Sunday) to 17 March 2007 (Saturday)
Date of the Raffle Draw : 24 March 2007 (Saturday)
Venue of the Raffle Draw : Hong Kong Scout Centre

I write to invite your Group to participate in this campaign. Please advise us of your participation by contacting the District Commissioner of SJD, or the International & Liaison Branch at 2957 6400. Raffle tickets will be delivered to your Group in early January 2007. I attach a copy of the rules and guidelines for this campaign for your reference.

Encourage your Scouts, Leaders and Lay Members of your Group to help sell raffle tickets so that your Group could raise more funds for use in training your Scouts.



(LO Wai-shing)
for Chief Commissioner

**Scout Association of Hong Kong
2007 Raffle Campaign
Rules and Guidelines**

1. Introduction

- 1.1 The Association would apply a Lottery Licence from the Television and Entertainment Licensing Authority for conducting the annual Raffle Campaign to help Scout Groups, Districts and Regions to raise fund each year.
- 1.2 This year, the Commissioner for the Television and Entertainment Licensing has given his approval for the Association to conduct the 2007 Raffle Campaign. The Lottery Licence Number is 3800.

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 2007.
- 2.2 **According to the licensing conditions, 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. Contravention of any licence conditions on the part of our Association may not only bring disrepute but may also lead to a Lottery Licence being revoked and legal sanction.**

3. Selling Price

- 3.1 Each raffle ticket is to be sold at HK\$5.00.
- 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 28 January to 17 March 2007 (both dates inclusive) as approved by the Commissioner for Television and Entertainment Licensing in the licence.
- 4.2 According to the licensing conditions, raffle tickets must not be sold earlier or after this period.

5. Criteria for Group Participation

- 5.1 To ensure effective use of the raffle proceeds, only Groups which could manage their financial affairs responsibly would be allowed to participate in the 2007 Raffle Campaign. In this regard, a participating Group should fulfill the following criteria:
- i. Submit the audited Statement of Account of the preceding financial year to the District Commissioner pursuant to Rule 22 of POR; and
 - ii. Return the raffle proceeds and unsold tickets in the previous campaigns on time.
- 5.2 The aforesaid criteria may be waived for new Groups registered for less than 18 months as at 1 December 2006.

6. Criteria for District Participation

Scout Districts are required to submit on time a duly audited Statement of Account of the District to the Assistant Chief Commissioner (International & Liaison), before they will be allowed to participate in the 2007 Raffle Campaign.

7. Distribution Arrangements

- 7.1 The International and Liaison Branch is responsible for distributing raffle tickets to Lay Members, District Commissioner and Groups of the Silver Jubilee District. The distribution will take place in early January 2007.
- 7.2 Upon receiving the Raffle tickets, Group Scout Leader or Scouter-in-charge of the Group is required to sign a Letter of Undertaking to undertake compliance with the rules of the 2007 Raffle Campaign.
- 7.3 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.
- 7.4 Raffle tickets intended for Leaders and Lay Members of Silver Jubilee District will be delivered by courier or by hand.

8. Allocation of Raffle Proceeds

- 8.1 15% of the proceeds will be set aside to meet all administrative expenses and the costs of all prizes. Any surplus will be credited to the "Scout Development Funding Scheme" which will be used to finance activities for expansion of Scouting and sustenance of membership growth.
- 8.2 The raffle proceeds for Silver Jubilee District and Silver Jubilee Groups of the 2007 Raffle Campaign will be allocated as follows:-

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

9. Criteria for Release of Raffle Proceeds

9.1 A participating Group/District should submit the audited 2006/2007 Statement of Account to the District/International & Liaison Branch on time and should have a bank account in the name of the Group/District.

9.2 Raffle proceeds will be released as follows:

Date of Submission of 2006/2007 Statement of Account with a Valid Bank Account	Date of Crediting Raffle Proceeds to the Group/District Bank Account
Before 30 June 2007	July 2007
Before 31 October 2007	December 2007

9.3 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 2007, the relevant raffle proceeds will be credited to the “Scout Development Funding Scheme”.

10. Raffle Draw

10.1 Date : 24 March 2007 (Saturday)

10.2 Time : 2:30 pm

10.3 Venue : Hong Kong Scout Centre

11. Raffle Stubs Collection Box

11.1 Stubs collection boxes will be placed at Association Headquarters, Regional Headquarters and branches of Park’N Shop from 28 January 2007.

11.2 All raffle stubs must be put into the stubs collection boxes no later than 17 March 2007 (Saturday) in order to participate in the draw.

12. Return of Raffle Proceeds and/or Unsold Tickets by Groups/District Commissioner and Lay Members

Group Scout Leaders/ District Commissioner/ Lay Members should return the following items to the International & Liaison Branch on or before 1 pm, 31 March 2007 (Saturday).

- ◆ Document of Raffle Proceeds (crossed cheque/bank pay-in slip/cash) 【 see paragraph 13 below 】 ; and
- ◆ Unsold Tickets (if any); and
- ◆ Green Raffle Ticket Settlement Slip.

13. Methods of Returning Raffle Proceeds

13.1 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 day time telephone number on the back of the cheque.); or

13.2 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 following information on the back of the original bank pay-in slip.

- ◆ District
- ◆ Group Number (eg. 10XX SJD) or Unit Title
- ◆ Contact person and phone number

Please send the original bank pay-in slip to the International & Liaison Branch to settle raffle proceeds and keep a photocopy 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); or

13.3 In Cash

Please do not send cash by post. Cash raffle proceeds should either be deposited in the Association's Bank Account stated in paragraph 13.2 above or be delivered to the International & Liaison Branch in person **【see paragraph 15 below】**.

14. Lost Tickets

Loss of tickets must be reported to the Police. The original Police Report must be forwarded to the International & Liaison Branch as soon as possible. If the tickets are not returned or alternatively a Police Report on the lost tickets is not received before 31 March 2007, they will be regarded as sold. (Please keep photocopy or duplicate of the Police Report for your own record.)

15. Location and Opening Hours of International & Liaison Branch

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

15.2 Opening Hours (except public holidays): Mon-Fri : 10:00 am – 6:00 pm &
Sat : 10:00 am – 1:00 pm

16. Important Dates

Selling Period of Raffle Tickets	28 January 2007 (Sunday) to 17 March 2007 (Saturday)
Period of Placing Raffle Stubs Collection Box	28 January 2007 (Sunday) to 17 March 2007 (Saturday)
Raffle Draw	24 March 2007 (Saturday)
Deadline for Returning Raffle Proceeds and/or Unsold Ticket	1 pm, 31 March 2007 (Saturday)

17. Enquiries

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

18. Important Note

Participation in the 2007 Raffle Campaign is absolutely voluntary. However, a participating Group must observe the rules of the Lottery Licence specified by the Television and Entertainment Licensing Authority (which are reprinted on the cover page of the book of Raffle tickets) and no Raffle ticket should be sold in public places. 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 or before the specified date (31 March 2007), the Association may refuse them to participate in the future Raffle Campaign and other fund-raising activities.