



## ARRANGEMENTS FOR THE SCOUT RAFFLE CAMPAIGN 2024 (For Silver Jubilee District)

As in the past years, the annual Scout Raffle Campaign will be held in the spring of 2024 raising funds to help Units of the Association. Details of the Campaign are as follows:

Selling Period : 21 January 2024 (Sunday) to 8 March 2024 (Friday)  
Date for Raffle Draw : 16 March 2024 (Saturday)  
Selling Price : HK\$10 each

To encourage Scout Groups to participate in the Raffle Campaign, three awards viz. “**Best Performance Award**”, “**Best Per Capita Performance Award**” and “**Best Improvement Award**” are set up in recognition of the Groups’ efforts.

Awards	Awardees
Best Performance Award	Top 10 Scout Groups
Best Per Capita Performance Award	Top 10 Scout Groups
Best Improvement Award	Top 20 Scout Groups

The Rules and Guidelines of this year’s Raffle Campaign including the award assessment criteria are attached for your reference.

Should you wish to make use of the Campaign to raise funds for your Group, please consult your District Commissioner (Mr Darren Robert BARTON) or the District Clerical Support Team (Ms Gloria MOK). For enquiries, please contact the District Clerical Support Team at 2957 6390.

Terence LO  
Raffle Campaign Co-ordinator

**Scout Association of Hong Kong**  
**Scout Raffle Campaign 2024**  
**Rules and Guidelines**

**1. Introduction**

- 1.1 The annual Scout Raffle Campaign will be held to raise funds to help our Units of the Association.
- 1.2 Approval has been given by the Chief Officer for Office of the Licensing Authority to the Association to conduct the Scout Raffle Campaign in early 2024. The Lottery Licence Number is 4893.

**2. Distribution of Raffle Tickets**

- 2.1 Participation in the Scout Raffle Campaign is absolutely voluntary. Participants must comply with the licence conditions.
- 2.2 Raffle tickets will be distributed to participating Scout Groups, Scout Leaders and Lay Members of the Silver Jubilee District by the District Clerical Support Team.
- 2.3 No Raffle ticket should be sold or offered for sale in public places such as roads, streets, pavements, footbridges, paths, lanes, alleys, squares or courts in the control of or which is the property of the Government. The same restriction applies even if the Group/District is using such places (e.g. community centre) for meeting or activity. Except with the permission of the owner or other person with lawful authority to give the required permission, no Raffle ticket shall be sold to any person in any privately owned public place (e.g. restaurant, café, square, etc.). **It is an offence for such contravention.** Violation of any licence conditions may result in revocation of the Lottery Licence granted to the Association.

**3. Selling Price**

- 3.1 Each Raffle ticket is to be sold at HK\$10 as printed on the ticket.
- 3.2 According to the licence conditions, the price of Raffle ticket must not be changed. **It is a criminal offence to sell the ticket at a different price or to re-sell the ticket.**

**4. Selling Period**

- 4.1 The selling period is from 21 January 2024 (Sunday) to 8 March 2024 (Friday).
- 4.2 According to the licence conditions, Raffle tickets must not be sold outside this period (i.e. earlier or after this period).

**5. Criteria for Participation**

To qualify for participating in this year's Campaign,

- 5.1 For Group: must have submitted its audited 2022/2023 Statement of Account to the District Commissioner pursuant to the relevant provisions of "Policy, Organisation and Rules" and have returned all Raffle proceeds and unsold Raffle tickets of the Scout Raffle Campaign 2023 on time; but the aforesaid criteria may be waived for new Groups registered on or after 1 June 2022.
- 5.2 For Silver Jubilee District: must have submitted its audited 2022/2023 Statement of Account to the Deputy Chief Commissioner (Operations).

- 5.3 If a Group/District fails to submit an audited Annual Statement of Account and return Raffle proceeds and/or unsold Raffle tickets on time or fails to comply with the licence conditions, the Association may bar them from participating in future Scout Raffle Campaign or other fund-raising activities of the Association.

## 6. Distribution Arrangements

- 6.1 The District Clerical Support Team is responsible for distributing Raffle tickets to Lay Members, Uniformed Members and Groups of the Silver Jubilee District.
- 6.2 The distribution will be made in early January 2024.
- 6.3 As the selling period is short, participating Groups are reminded to distribute Raffle tickets to their members at the earliest possible time.
- 6.4 Upon receipt of Raffle tickets, the Group Scout Leader or Scouter-in-charge is required to sign a declaration on behalf of the Group to signify the agreement to comply with the rules of the Scout Raffle Campaign.
- 6.5 The Group Scout Leader or Scouters-in-charge is required to inform the Group members details of the Scout Raffle Campaign including the selling period, selling price, Raffle stubs collection arrangement, means to return Raffle proceeds and/or unsold Raffle tickets, etc and ensure that they fully understand and comply with the arrangements. A sample of “Notes on the Arrangements for the Scout Raffle Campaign 2024” is attached as an Annex for use when necessary. Please keep a copy of the ticket distribution list for reference.

## 7. Allocation of Raffle proceeds

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

	Sales Unit	
	Silver Jubilee District	Group
Association Headquarters	25%	25%
District	75%	10%
Group	--	65%

- 7.3 **If a District staff/Lay Member/Group fails to return Raffle proceeds and/or unsold Raffle tickets on or before the specified date, the Raffle tickets will be regarded as sold. The corresponding amount will be deducted from Raffle proceeds to be released to the Group/District concerned.**
- 7.4 **Donations related to the Scout Raffle Campaign will be used to meet administrative expenses of the Campaign including purchase of prizes.**

## 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 2023/2024 Statement of Account to the District Commissioner/ Deputy Chief Commissioner (Operations) on or before the specified date.
- 8.2 On condition that the criteria set out in section 8.1 are met, Raffle proceeds will be released to participating Group/District as follows:

Date of Submission of 2023/2024 Statement of Account with a Valid Bank Account	Date for Crediting Raffle Proceeds
Before 30 June 2024 (Sunday)	July 2024
Before 31 October 2024 (Thursday)	November 2024

8.3 If a Group/District fails to submit its audited 2023/2024 Statement of Account to the District Commissioner/Deputy Chief Commissioner (Operations) or does not have a valid bank account before 31 October 2024 (Thursday), the relevant Raffle proceeds will be appropriated to the “Scout Development Funding Scheme”.

## 9. Raffle Stubs Collection Box

Stubs collection boxes will be placed at the Association Headquarters, Regional Headquarters, branches of PARKnSHOP or FUSION or TASTE or TASTE x FRESH or INTERNATIONAL or food le parc or GOURMET or GREAT FOOD HALL starting from 21 January 2024 (Sunday). All Raffle stubs must be put into the stubs collection boxes no later than 8 March 2024 (Friday) for the draw.

## 10. Raffle Draw and Award Presentation Ceremony

The Raffle Draw and Scout Group Award Presentation Ceremony is scheduled to be held on 16 March 2024 (Saturday).

## 11. Raffle Campaign Settlement Process (Return of Raffle proceeds and/or Unsold Raffle tickets)


Lay Members/ Uniformed Members/ Group Scout Leaders/ Scouter-in-charge should return the following items to the District Clerical Support Team for settlement on or before **5 pm, 18 April 2024 (Thursday)**:

- (1) Transaction proof/document of Raffle proceeds, cheque or cash (see paragraph 12 for details);
- (2) Unsold Raffle Tickets (if any); and
- (3) “Raffle Ticket Settlement Slip”(S2).

*\*Please refer to paragraph 15 for settlement deadline in respect of Best Performance Award and Best Improvement Award participation.*

## 12. Methods of Returning Raffle proceeds

### 12.1 By Bank Deposit

Account Information	Bank Name: Hang Seng Bank Account No.: 024-284-012325-001 Account Name: Scout Association of Hong Kong
ATM Machine/ Counter Services*	(i) Please write down the Group/Unit name, contact person and contact phone number on the back of the original bank-in slip for submission (ii) Please keep a copy of the bank-in slip for your own record <b>* Charges at counter for depositing not more than 200 pieces of notes and not more than 500 coins will be waived for each transaction</b>
FPS/e-Banking	(i) Pay by entering the Association’s account information (ii) Fill in the remark column/box with your own barcode number printed on “Raffle Tickets Settlement Slip”(S2) e.g. S123456  S 1 2 3 4 5 6 (iii) Please write down the Group/Unit name, contact person and contact phone number on the back of the transaction proof or screenshot printout for submission

### 12.2 By Cheque

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

### 12.3 In Cash

Raffle proceeds in cash should be delivered in person to the District Clerical Support Team. Please do not send cash by post.

## 13. **Lost Raffle Tickets**

13.1 If a Member loses any Raffle ticket(s) allotted, he/she must report the incident to the Hong Kong Police Force. A copy of Police Report must be sent to the Administration Branch through the District Clerical Support Team within 3 working days after reporting. The Police Report should contain the Unit name, contact person and contact phone number, quantity of tickets lost and corresponding ticket number(s). The Member should return Raffle proceeds and/or unsold Raffle tickets together with the original Police Report, where applicable, to the District Clerical Support Team. Otherwise, the lost tickets will be regarded as sold.

13.2 The Raffle Ticket(s) lost before the Raffle draw will be announced as invalid by the Association.

## 14. **Location and Time for Settlement by District Clerical Support Team (DCST)**

14.1 Address: Room 1012, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon

14.2 Time#: Mon – Sat: 9:00 am – 1:00 pm & 2:00 pm – 5:00 pm  
(except Public Holidays)

*# Please refer to the latest announcement at the Association website on the opening hours of DCST.*

## 15. **Raffle Campaign Best Performance Awards and Best Improvement Awards (For Scout Groups Only)**

15.1 To encourage Scout Groups to participate in the Raffle Campaign, three awards viz. “Best Performance Award”, “Best Per Capita Performance Award” and “Best Improvement Award” are set up in recognition of the Group’s efforts.

15.2 All Raffle Campaign participating Groups are eligible for these Awards. The assessment criteria are as below:

<b>Awards</b>	<b>Assessment Criteria</b>	<b>Awardees</b>
Best Performance Award	Total Raffle proceeds in 2024 <sup>(1)</sup>	Top 10 Groups
Best Per Capita Performance Award	$\frac{\text{Total Raffle proceeds in 2024}}{\text{Total number of youth members of the Group in 2023}}$ <sup>(2)</sup>	Top 10 Groups
Best Improvement Award <sup>(3)</sup>	The increase in Raffle proceeds per capita from 2023 to 2024 <sup>(4)</sup>	Top 20 Groups

*Remarks:*

- (1) *Total Raffle proceeds in 2024: Only those Groups completed the whole Raffle Campaign settlement process **on or before 5 pm, 12 March 2024 (Tuesday)** will be considered.*
- (2) *Total number of youth members of the Group in 2023 is the number of youth members in a Group reported in Annual Group Registration & Census 2023. To qualify for the awards, the number of youth members of each Unit of the participating Group must comply with the minimum standards as laid down in Rule 2.3 of the Policy, Organisation and Rules of the Association.*
- (3) *Groups not participated in Raffle Campaign 2023 are not eligible for “Best Improvement Award”.*
- (4) *The increase in Raffle proceeds per capita from 2023 to 2024:  
Raffle proceeds per capita in 2024 – Raffle proceeds per capita in 2023 #*

$\# \text{ Raffle proceeds per capita in 2023} = \frac{\text{Total Raffle proceeds in 2023}}{\text{Total number of youth members of the Group in 2022}}$
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15.3 All the Awards will be presented at the Raffle Draw Ceremony on 16 March 2024 (Saturday).

**16. Important Dates**

Selling Period	21 January 2024 (Sunday) to 8 March 2024 (Friday)
Raffle Stubs Collection Period	
Settlement Date and Time for eligible to Raffle Campaign Awards	By 5 pm, 12 March 2024 (Tuesday)
Date for Raffle Draw and Award Presentation Ceremony	16 March 2024 (Saturday)
Settlement Date and Time for Raffle Campaign	By 5 pm, 18 April 2024 (Thursday)

**17. Enquiries**

District Clerical Support Team (Telephone No: 2957 6390 / Fax No: 3011 5662 )

**Scout Association of Hong Kong**  
**Notes on the Arrangements for the Scout Raffle Campaign 2024**

To: Members of \_\_\_\_\_ Group

**1. Introduction**

The Chief Officer for Office of the Licensing Authority has given the approval to the Association to conduct the Scout Raffle Campaign 2024 to help Units of the Association to raise fund. The Lottery Licence Number is 4893.

**2. Sale of Raffle Tickets**

2.1 Participation in the Scout Raffle Campaign is absolutely voluntary.

2.2 No Raffle ticket should be sold or offered for sale in public places such as roads, streets, pavements, footbridges, paths, lanes, alleys, squares or courts in the control of or which is the property of the Government. The same restriction applies even if the Group/District is using such places (e.g. community centre) for meeting or activity. Except with the permission of the owner or other person with lawful authority to give the required permission, no Raffle ticket shall be sold to any person in any privately owned public place (e.g. restaurant, café, square, etc.). **It is an offence for such contravention.** Violation of any licence conditions may result in revocation of the Lottery Licence granted to the Association.

**3. Selling Price**

3.1 Each Raffle ticket is to be sold at HK\$10.

3.2 According to the licence conditions, the price of Raffle ticket must not be changed. **It is a criminal offence to sell the ticket at a different price or to re-sell the ticket.**

**4. Selling Period**

4.1 The selling period is from 21 January to 8 March 2024 (both dates inclusive).

4.2 According to the licence conditions, Raffle tickets must not be sold outside this period (i.e. earlier or after this period).

**5. Collection of Raffle Stubs**

All Raffle stubs must be put into stubs collection boxes, which will be placed at Association Headquarters, Regional Headquarters, branches of PARKnSHOP or FUSION or TASTE or TASTE x FRESH or INTERNATIONAL or food le parc or GOURMET or GREAT FOOD HALL, no later than 8 March 2024 (Friday) in order to enter the Raffle Draw.

If return via Scout Group, please return all Raffle stubs of sold tickets to (Name of Scout Leader: \_\_\_\_\_) on or before \_\_\_\_\_ ( ) for the draw.

**6. Collection of Raffle proceeds and/or Unsold Raffle Tickets**

Date: \_\_\_\_\_ ( )

Venue: \_\_\_\_\_

Name of Leader-in-charge: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_