



**ARRANGEMENTS FOR HONG KONG SCOUT
110TH ANNIVERSARY RAFFLE CAMPAIGN
(For Silver Jubilee District)**

As in the past years, the annual Scout Raffle Campaign will be held in the spring of 2021 raising funds to help Units of the Association. Details of the Campaign are as follows:

Selling Period : 31 January 2021 (Sunday) to 19 March 2021 (Friday)
Date for Raffle Draw : 27 March 2021 (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.

YUNG Kin-man
Raffle Campaign Co-ordinator

**Scout Association of Hong Kong
Hong Kong Scout 110th Anniversary Raffle Campaign
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 2021. The Lottery Licence Number is 4779.

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 District Clerical Support Team.
- 2.2 **No Raffle ticket 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 revocation of the Lottery Licence.**

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 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 31 January 2021 (Sunday) to 19 March 2021 (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 2019/2020 Statement of Account to the District Commissioner pursuant to the Rules of "Policy, Organisation and Rules" and have returned all Raffle proceeds and unsold Raffle tickets of the Scout Raffle Campaign 2020 on time; but the aforesaid criteria may be waived for new Groups registered on or after 1 June 2019.
- 5.2 For Silver Jubilee District: must have submitted its audited 2019/2020 Statement of Account to the Deputy Chief Commissioner (Operations).

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 late-January 2021.
- 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 Hong Kong Scout 110th Anniversary Raffle Campaign” 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 Raffle proceeds will be allocated as follows:-

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

- 7.2 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.

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 2020/2021 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 2020/2021 Statement of Account with a Valid Bank Account	Date for Crediting Raffle Proceeds
Before 30 June 2021 (Wednesday)	July 2021
Before 31 October 2021 (Sunday)	November 2021

- 8.3 If a Group/District fails to submit its audited 2020/2021 Statement of Account to the District Commissioner/Deputy Chief Commissioner (Operations) or does not have a valid bank account before 31 October 2021 (Sunday), 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 INTERNATIONAL or food le parc or GOURMET or GREAT FOOD HALL or SU-PA-DE-PA starting from 31 January 2021 (Sunday). All Raffle stubs must be put into the stubs collection boxes no later than 19 March 2021 (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 27 March 2021 (Saturday) at the Hong Kong Scout Centre.

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 on or before **5 pm, 30 April 2021 (Friday)**:

- (1) Document of Raffle proceeds or cash (see paragraph 12 for details);
- (2) Unsold Raffle Tickets (if any); and
- (3) Raffle Ticket Settlement Slip.

**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 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 phone number on the back of the cheque, and send to the District Clerical Support Team on or before the designated date.

12.2 By Depositing the Proceeds to 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.

Remarks: Please use cheque deposit machine or cash deposit machine for deposit. Charges at counter for depositing not more than 200 pieces of notes and not more than 500 coins will be waived for each transaction.

Please send the original bank pay-in slip (after paying in the bank) to the District Clerical Support Team on or before the designated date and keep a copy of the pay-in slip for your own record. The issue date of the official receipt by the Association will be taken as the date of returning Raffle proceeds.

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 Group/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 Opening Hours of District Clerical Support Team (DCST)

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

14.2 Opening Hours#: Mon – Fri: 9:00 am – 1:00 pm & 2:00 pm – 6:00 pm
 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:

Awards	Assessment Criteria	Awardees
Best Performance Award	Total Raffle proceeds in 2021 ⁽¹⁾	Top 10 Groups
Best Per Capita Performance Award	$\frac{\text{Total Raffle proceeds in 2021}}{\text{Total number of youth members of the Group in 2020}}^{\text{(2)}}$	Top 10 Groups
Best Improvement Award ⁽³⁾	The increase in Raffle proceeds per capita from 2020 to 2021 ⁽⁴⁾	Top 20 Groups

Remarks:

(1) Total Raffle proceeds in 2021: Only those Groups completed the whole Raffle Campaign settlement process **on or before 5 pm, 23 March 2021 (Tuesday)** will be considered.

(2) Total number of youth members of the Group in 2020 is the number of youth members in a Group reported in Annual Group Registration & Census 2020. 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 2020 are not eligible for “Best Improvement Award”.

(4) The increase in Raffle proceeds per capita from 2020 to 2021:

Raffle proceeds per capita in 2021 – Raffle proceeds per capita in 2020 [#]

$$\# \text{ Raffle proceeds per capita in 2020} = \frac{\text{Total Raffle proceeds in 2020}}{\text{Total number of youth members of the Group in 2019}}$$

15.3 All the Awards will be presented at the Raffle Draw Ceremony on 27 March 2021 (Saturday).

16. Important Dates

Selling Period	31 January 2021 (Sunday) to 19 March 2021 (Friday)
Raffle Stubs Collection Period	
Settlement Date and Time for eligible to Raffle Campaign Awards	By 5 pm, 23 March 2021 (Tuesday)
Date for Raffle Draw and Award Presentation Ceremony	27 March 2021 (Saturday)
Settlement Date and Time for Raffle Campaign	By 5 pm, 30 April 2021 (Friday)

17. Enquiries

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

18. Important Note

- 18.1 Participation in the Scout Raffle Campaign is absolutely voluntary. Participating Groups and District must follow the rules of the Lottery Licence specified by the Office of the Licensing Authority and no Raffle ticket should be sold in public places, including but not limited to the following examples of sale restrictions:
1. No Raffle ticket shall be sold or offered for sale to any person on any road, street, pavement, footbridge, path, lane, alley, square or court in the control of or which is a property of the Government. The same restriction applies even if the Group/District is using such places for meeting or activity.
 2. 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. the restaurant, café, square, etc.)
- 18.2 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 Raffle Campaign or other fund-raising activities of the Association.
- 18.3 If a District staff/Lay Member/Group fails to return Raffle proceeds and/or unsold Raffle tickets on or before the specified date, non-returned Raffle proceeds and/or unsold Raffle tickets will be regarded as sold. The amount will be deducted from Raffle proceeds to be released to the concerned Group/District.

Scout Association of Hong Kong
Notes on the Arrangements for the Hong Kong Scout 110th Anniversary Raffle Campaign

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 Hong Kong Scout 110th Anniversary Raffle Campaign to help Units of the Association to raise fund. The Lottery Licence Number is 4779.

2. Sale of Raffle Tickets

No Raffle ticket 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 revocation of the Lottery Licence.

3. Selling Price

3.1 Each Raffle ticket is to be sold at HK\$10.00.

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 31 January to 19 March 2021 (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 INTERNATIONAL or food le parc or GOURMET or GREAT FOOD HALL or SU-PA-DE-PA, no later than 19 March 2021 (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. Raffle proceeds and/or Unsold Raffle Tickets

Members are required to return all Raffle proceeds and/or unsold Raffle 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 is absolutely voluntary.