

## St. Teresa Secondary School Donation Form

For Office Use

Received Date: \_\_\_\_\_

Voucher No.: \_\_\_\_\_

**Instruction: Tick the boxes  as appropriate.**

### I. Donor's information

Name: Dr <input type="checkbox"/> /Mr <input type="checkbox"/> /Mrs <input type="checkbox"/> /Miss <input type="checkbox"/> * <div style="text-align: center;">(BLOCK LETTERS)</div>	(English)		(Chinese)
Correspondence address:			
Contact phone number:	Contact email:		
Affiliation with the School: <input type="checkbox"/> Alumnus <input type="checkbox"/> Parent <input type="checkbox"/> Present/Former Staff <input type="checkbox"/> Others			
Year of graduation: _____		Name of student: _____	
(Please Specify: _____)			

### II. Donation

I would like to make the following donation:  to support the School's Scholarship & Bursary Scheme;

for a specific purpose or a specific Department: \_\_\_\_\_ (Please specify)

Type of donation	Amount	Duration
<input type="checkbox"/> One-off donation	<input type="checkbox"/> HK\$200 <input type="checkbox"/> HK\$500	<input type="checkbox"/> ½ Year <input type="checkbox"/> 1 Year
<input type="checkbox"/> Monthly donation	<input type="checkbox"/> HK\$800 <input type="checkbox"/> HK\$1000	<input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years
<input type="checkbox"/> Annual donation	<input type="checkbox"/> HK\$1500 <input type="checkbox"/> HK\$2000	<input type="checkbox"/> Until further notice
	<input type="checkbox"/> Other amount: _____ (Please specify)	<input type="checkbox"/> Others: _____ (Please specify)

### III. Donor Acknowledgement

Donors who have made cumulative donations of HK\$1,000 or above to the School shall be honoured and acknowledged in the donor list placed in the school campus.

I would like to be acknowledged in the donor list. The inscription for the plaque is given below:

Language:  English     Chinese (Samples are shown below.)

<i>In Memory of</i>  <b>My Beloved Mum</b>  Chan Siu Ming (Graduate of 2000)	<i>Dedicated to</i>  <b>Mr. T. M. Chan</b>  Chan Siu Ming (Graduate of 2000)	懷念  <b>陳大文伉儷</b>  陳小明(2000 畢業生)	陳小明小姐  2000 畢業生
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Header text:  Not applicable     In Honour of     In Memory of     Dedicated to     Supported by     獻給     懷念

Name: 

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(English: Maximum 20 characters / Chinese: Maximum 12 characters \*including space)

Graduation Year (Optional): \_\_\_\_\_

I would like to remain anonymous in the donor list.

### IV. Payment Method

Please make a crossed cheque payable to "The Incorporated Management Committee of St. Teresa Secondary School" and mail this form with your cheque to St. Teresa Secondary School, 21 Sheung Shing Street, Homantin, Kowloon.

Signature:	Date:
Name on Donation Receipt: _____ (Receipts will be issued for donations of \$100 or more for tax deduction purpose.)	

### Notes

1. All donations will go towards the School Scholarship & Bursary Scheme for student development initiatives.
2. Information provided in this form will be kept confidential and used by the School for record and communication purposes only.
3. For enquiry, please contact Miss Vanessa Lau at 27115202.

**Thank you for your generous support for STSS!**