

Goods Request Form for Registered Hong Kong Charities

Who is this form for?

Registered non-profit organisations in Hong Kong may request goods using this form. Goods may be requested for the organisation itself, or on behalf of individuals in need.

Read more at <http://www.crossroads.org.hk/request-goods>

What should I do with this form?

Please complete the form and return it to Crossroads via fax, post or email.

Email: local@crossroads.org.hk **Post:** Crossroads Village, 2 Castle Peak Rd., Tuen Mun

Fax: 2771 1715 **Tel:** 2272 9343

Maps, directions and additional contact details available at <http://www.crossroads.org.hk/find-us>

When will you be able to come in?

As this service is very popular, we currently have a waiting list of 2 – 4 weeks for new applications. Again, we will do our best to accommodate your preferred time.

You may only attend our warehouse with an appointment. For reasons of safety and accountability, a staff member will accompany you throughout the warehouse. If you arrive without an appointment we will be unable to assist you.

When will you hear back?

Our representative should be back in touch within 7 days. If no additional information is required, you will be provided with an appointment time to attend our warehouse.

If you have not heard from us after seven days, you are welcome to make contact.

NOTE: Please do not call before the seven days as we have many people requesting these goods and cannot guarantee replying before a week has passed.

Step one: Background Information

Organisation name (required)

Please give your organisation's registered name.

Registration (required)

Please describe your organisation's registration in the box below, e.g. "registered NGO under Section 88 of the Hong Kong Inland Revenue Ordinance." If it is not registered, or if you are applying as an individual, please ask a registered organisation to submit a request on your behalf.

Why? We cannot donate to unregistered groups or individuals, as we need to assure our donors that we have taken every step possible to ensure goods do not end up in the wrong hands. We have given our assurance, therefore, that we will distribute to registered non-profit organisations only.

Nature of work (required)

Please give an overview of the kind of work you do.

Website address:

Please provide your organisation's website address, if you have one.

Purpose of goods (required)

How will you use the goods from Crossroads?

Why? We want to be held responsible in understanding how the goods donated to us will be used by others. It helps us to remain accountable to our donors.

Follow up visit from Crossroads (required)

Although this is not essential, would you be comfortable to have a Crossroads representative, in the future, photograph the goods at your location?

Yes No

If no, please explain (required if “no” above)

Why? To assure our donors and other stakeholders that we seek to distribute goods responsibly, we like to visit venues, after delivery, to photograph the goods. This helps us remain transparent. Donors are particularly delighted if they can receive photos of their own items in a place where these are proving useful to others. You do not need to say ‘yes’ to this question in order to receive goods.

Follow up story from Crossroads (required)

Although it is not essential, would you be comfortable if we were to write a story about your organisation, and the goods you received, for our website?

Yes No

Why? Again, you do not need to say ‘yes’ to this question in order to receive goods. It is very helpful for us to write about donated goods, when possible, but we understand if you prefer privacy.

Transport (required)

You can either bring a private vehicle or hire one for the occasion. If you are hiring, we can help you with a suggested company that is very reasonable in price.

- I will be bringing a private vehicle
 I need information about hiring a vehicle

Loading (required)

If your request is too large for you to carry alone, please bring your own labour to load at our end and unload at your end. Crossroads does not provide labour, and hired truck drivers do not provide loading services without charge.

- I am able to supply my own labour

Collection dates (required)

Would you prefer to come in on a particular day of the week? We cannot always guarantee your preferred time, but we will do our best! Our normal working week is Tuesday – Saturday.

- | | | |
|-----------|----------------------------------|------------------------------------|
| Tuesday | <input type="checkbox"/> morning | <input type="checkbox"/> afternoon |
| Wednesday | <input type="checkbox"/> morning | <input type="checkbox"/> afternoon |
| Thursday | <input type="checkbox"/> morning | <input type="checkbox"/> afternoon |
| Friday | <input type="checkbox"/> morning | <input type="checkbox"/> afternoon |
| Saturday | <input type="checkbox"/> morning | <input type="checkbox"/> afternoon |

PLEASE NOTE: When you come, we do ask you to arrive on time as, if you are late, we regret that it might not be possible for us to assist you and you may have to wait several weeks for another appointment.

Contact details

Contact name (required)

Position in organisation (if relevant)

Telephone number (required)

Mobile phone number

Email address (required)

Fax number (required)