Community Involvement Program 2019-20
Complimentary Tickets for Charitable Non-profit Organizations
APPLICATION GUIDELINES

Step 1
Submit the online application form and upload a copy of your charity status certification issued by the Inland Revenue Department (IRO-88) through the system. (Each IRO-88 can be used once only for applications between December 1, 2019 and July 31, 2020)

Step 2
You will receive a reference number for enquiries after submission. Corporate Citizenship contact: 3550-2638 or 3550-2346

Step 3
Wait for an email for result announcement (Visit date and ticket quantity cannot be changed once the application is approved.)

Step 4
You will receive another email for ticket collection. Complete the attached “Collection Form.”

Step 5
Bring the completed “Collection Form” with organization chop and a hard copy of the attendee list to Hong Kong Disneyland Resort for ticket collection.

Step 6 (If Applicable)
Return all unused tickets and submit the most updated attendee list to Corporate Citizenship, Communications & Public Affairs, Team Disney Two, Hong Kong Disneyland Resort within seven days after visiting the park.
Notice to Applicants

I. Each organization can only apply for complimentary tickets once per visit year (from December 1, 2019 to July 31, 2020) and the application must be submitted by the organization’s headquarters. Along with the “Complimentary Ticket Request Form,” applicants have to provide the following information:

- Background of the organization (including the charity status certification issued by the Inland Revenue Department [IRO-88]).
- Please choose the Disney value your activity aims to achieve and briefly describe how it can be fulfilled. Hong Kong Disneyland Resort is dedicated to inspiring children, parents, our Cast Members, and neighbors to make a lasting, positive change in the community, especially by thinking creatively, conserving nature, strengthening community and enhancing family relationships.
- Preferred visit date must be between December 1, 2019 and July 31, 2020. Within any particular month, a maximum of three days can be chosen. The following dates are not applicable:
  i. December 20th, 2019 to January 1st, 2020
  ii. January 18th to 28th, 2020
  iii. April 4th to 5th, 2020
  iv. April 24th to May 3rd, 2020
- Total number of tickets (Please indicate the beneficiaries per volunteer ratio).
- Nature of beneficiaries (e.g. Single-parent families, New immigrants, Ethnic minorities, Low-income families, Patients/Recovered, Disabled)
- Number of wheelchairs (Applicants must arrange wheelchairs for their beneficiaries. The maximum number of wheelchairs per visit should be less than 20).
- Previous organized event sand previous application details of the organization
- Board of Directors information (Applicants must list name(s), position(s) and the affiliated government organization(s) of all government officials either on organization’s Board of Directors or directly involved with the activity.)
- Please submit your application within the designated period according to the visit date(s). Details are as follows:

<table>
<thead>
<tr>
<th>Visit Date</th>
<th>Application Period</th>
<th>Result Announcement</th>
</tr>
</thead>
</table>

Note: Quota is not first-come, first-served. Hong Kong Disneyland Resort reserves the right to make final decision on the number of visitors and visit dates or to refuse any application without explanation.

II. The attendee list should include the following items:

- Name of beneficiaries
- Age of beneficiaries
- Nature of beneficiaries
- Name of contact person
- Title of contact person
III. Ticket Collection:

- Representatives from your organization should return a completed “Collection Form” with organization chop and attendee list to Hong Kong Disneyland in person upon ticket collection.
- If complete attendee list cannot be provided upon ticket collection, please send it by post to Corporate Citizenship within 7 days after your visit.
- Ticket collection is available at the Security Booth, Team Disney Building (Pass through the green Welcoming Arch, turn right and follow the employee pathway that leads to the Security Booth. From there, ask Security to contact Communications & Public Affairs at 3550-2638 or 3550-2346).

IV. Ticket Usage and Ticket Return Arrangements

- Applicants must visit HKDL on the planned date that is mutually agreed upon by HKDL and the applicants.
- Applicants should return all unused tickets by post to Communications & Public Affairs within seven days after the park visit.
- Tickets are non-transferable, non-exchangeable, non-refundable and void if altered. The ticket must be used by the same person during its period of validity and is not valid for special events that require a separate admission charge.
- Tickets received from us should not be re-sold or used for [marketing, promotional or other business purposes] unless otherwise permitted by us.

V. Rules and Regulations

- Water can be brought into the Park.
- Food, alcoholic beverages and beverages in cans or bottle may not be brought into the Park.

VI. Inclement Weather Arrangement

- For inclement weather arrangement, please visit Hong Kong Disneyland Resort’s official website (www.hongkongdisneyland.com). Normally, the park will remain open with limited operation or close when a Black Rainstorm Warning or Typhoon Signal #8, #9 or #10 is issued by the Hong Kong Observatory.
- Applicants should decide whether to cancel/postpone their park visit according to the internal inclement weather arrangement guidelines of the organization.
- If applicants wish to change the visit date due to inclement weather, they have to submit their requests to Corporate Citizenship, Communications & Public Affairs via email the day following their original planned visit date. The request is only confirmed once it has been approved by Public Affairs.
- Applicants should return all unused tickets by post to Communications & Public Affairs for further arrangement.

VII. Inquiries

- Applicants can visit the official website of Hong Kong Disneyland (www.hongkongdisneyland.com) or call 1830-830 for park rules and regulations, park hours, show times, Guest services and transportation.
- For any inquiries regarding the complimentary tickets, please contact Corporate Citizenship, Communications & Public Affairs, Hong Kong Disneyland Resort.
- Tel: 3550-2638/ 3550-2346 (Mon-Fri :10 a.m. – 4 p.m., except public holiday)
  Email: Corporate.Citizenship.HKDL@disney.com
  Address: Corporate Citizenship, Communications & Public Affairs, Team Disney Two, Hong Kong Disneyland Resort, Lantau Island.
Details of the Proposed Activity or Event

A more detailed proposal will facilitate ticket approval. Organizers are responsible for obtaining licenses and insurance cover for the activity or event and its participants.

**Name of the proposed event**

"Dream Come True" - Magical Trip To Disney

**Disney values that aim at promoting**

- Think creatively
- Conserve nature
- Help the needy
- Strengthen community
- Enhance family relationships

**How does the activity promote the above value?**

We serve kids from underprivileged families. As they do not have a chance to visit Disneyland, this trip will be their "Dream Come True". They would be able to build family relationships during the enjoyable time in the park.

**Event Rundown**

Our coach bus will depart at around 10 a.m. We will have photo taking at the entrance after arrival. After that, the families will be divided into small groups (2-3 families + 1 volunteer per group) and go to different zones. We will gather again at 7 pm and leave by coach bus. There will be a sharing session in our center within two weeks after the trip. The photo taken by participants will also be posted on board and Facebook.

**Promotional methods**

Poster in our center (poster for previous event will be uploaded for your reference)
Tickets Request Details

Please select your visit plan:
- Single day visit
- Multiple day visit

Please specify your 1st to 3rd preference of visit date. The three dates shall be in the same month. The number of tickets should be the sum of beneficiaries and staff/volunteers (if any).

<table>
<thead>
<tr>
<th>Visit Date (1st preference)</th>
<th>Visit Date (2nd preference)</th>
<th>Visit Date (3rd preference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-07-26</td>
<td>2017-07-27</td>
<td>2017-07-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>Total Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>124</td>
<td>124</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff/Volunteers</th>
<th>Total Staff/Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tickets</th>
<th>Total Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>129</td>
<td>129</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff/Volunteers Ratio</th>
<th>Total Staff/Volunteers Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.004</td>
<td>1.004</td>
</tr>
</tbody>
</table>

Information of Contact Person

Contact Name: Mickey Mouse

 Courtesy title:
- Mr
- Ms.

Job Title: Social Worker

Telephone no.: 21234566

Email: nni@magicalcc.org.hk

Other Information

List out the methods/processes of selecting beneficiaries (e.g.: interview):
The selected participants have long been our beneficiaries. They will register at our center for this trip. The tickets will be distributed to them on coach bus when we are on the way to Disneyland.

Maximum number of wheelchairs that you will bring per day: 12
### Previous Organized Events

Please list one or two charitable activities organized by your organization for reference. The more detailed the submission of information, the more help we can provide.

**Whether it has organized charity activities?**
- Yes
- No

<table>
<thead>
<tr>
<th>Name of event 1</th>
<th>Name of event 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flower arrangement class</td>
<td>Visit elderly living alone</td>
</tr>
<tr>
<td>Date of event 1</td>
<td>Date of event 2</td>
</tr>
<tr>
<td>2017-05-01</td>
<td>2017-05-16</td>
</tr>
<tr>
<td><strong>Beneficiaries of event 1</strong></td>
<td><strong>Beneficiaries of event 2</strong></td>
</tr>
<tr>
<td>Underprivileged ladies</td>
<td>Elderly who live alone</td>
</tr>
<tr>
<td><strong>Details of event 1</strong></td>
<td><strong>Details of event 2</strong></td>
</tr>
</tbody>
</table>
| We invited tutor to open a free flower arrangement class for the underprivileged ladies to learn a new skill. It also serves as a platform for them to know more friends which promotes social harmony. | We recruited volunteers to visit elderly and did basic health check for them (blood pressure measuring etc.).  
(Photos of event will be uploaded) |

### Board of Directors and Officers Information

In compliance with our Corporate Compliance Program which helps to uphold our standard of business conduct and ethics, please provide the following information.

Please provide the Management & Administration Structure of your organization showing the names of directors and key management positions of your organization.

- Please refer to: www.magicalco.org.hk/aboutus/structure

**OR**
- Chairman Minnie Mouse
- Member Donald Duck
- Winnie the Pooh
- Chief Executive

Are any government officials either on your organization's Board of Directors or directly involved with your organization?

- Yes
- No

If yes, please list the name(s) and position(s) of the official(s), and the affiliated government organization(s):

- Chief Executive
Please check the information before submitting the form.
If you want to print the form for record, please **[Right Click -> Print]** in the Review and Confirm page.

### Review and Confirm Application

#### Background of Your Organization

<table>
<thead>
<tr>
<th>中文名称</th>
<th>魔法社区中心</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization name (English)</td>
<td></td>
</tr>
<tr>
<td>Tel no.</td>
<td>21111111</td>
</tr>
<tr>
<td>Fax no.</td>
<td></td>
</tr>
<tr>
<td>Registered address</td>
<td>魔法社区街</td>
</tr>
<tr>
<td>District</td>
<td>Islands</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@magicalcc.com">info@magicalcc.com</a></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Year of establishment</td>
<td>2006</td>
</tr>
</tbody>
</table>
 Magical Community Center
12 Magic Road
Penny’s Bay
Lantau Island

Dear Sir/Madam,

This is to confirm that

MAGICAL COMMUNITY CENTER

being a charitable institution or trust of a public character,

is exempt from tax under Section 88 of the Inland Revenue Ordinance.

Signed

Commissioner of Inland Revenue

(Mrs. YIP SHAM Yin-har)