香港唐氏綜合症協會
The Hong Kong Down Syndrome Association

Contact number on 10.24 Flag Day: 3590 2565

Regional Flag Day Hong Kong Island Region on 24 October 2026 (Saturday)

Flag Selling Volunteer Guidelines

Preparation Before the Flag Day

i. Volunteers under the age of 14 must be accompanied by an adult and share a flag bag.
ii. Please remember to bring: One numbered flag bag, one shoulder strap, 5 or 10 flag sheets, and your volunteer badge.
iii. Please wear the uniform of your organisation when selling flags, if necessary.
iv. Please refer to The HKDSA's website for the objectives of the Flag Day. You may explain these to the public or invite them to contact us at 2697 5391, if necessary.

Friendly Reminder on the Flag Day

i. Date & Time of the Flag Day: 07:00 a.m. to 12:30 p.m. on 24 October, 2026. Please do not sell flags before this date.
ii. Please sell flags at different locations to avoid gathering in large groups.
iii. Volunteers should sell flags at designated entrances/exits of housing estates/buildings under the Hong Kong Housing Authority and the Hong Kong Housing Society, at least five meters away from MTR station exits, and near shopping malls or bus stops. Volunteers should not sell flags in private residential areas, shopping malls, or on public transport (vehicles, and ferries).
iv. If assigned to an MTR station, the depot leader or team leader should report to the staff at the station control room at the designated time. Flag selling must take place in the unpaid or non-restricted area. Please do not gather near ticket vending machines, Octopus card add-value machines, or entrance/exit passages to avoid obstructing passengers.

Raining Day and Emergencies:

i. If the weather is inclement on the day of the flag sale, such as cold, strong winds, or rain, the event will proceed as scheduled. Volunteers can sell flags in sheltered locations.
ii. If the Hong Kong Observatory (HKO) issues Typhoon Signal No. 3 or Red Rainstorm Signal on the day of the flag sale, please check radio/television reports around 07:00 a.m. to see if the event has been cancelled. You can also call us after 08:00 a.m.to inquire. If the event proceeds as scheduled, volunteers should sell flags in sheltered locations. If the weather is extremely severe in certain areas, volunteers may decide to terminate flag sales based on their own safety, but must notify us and return the flag bags, shoulder straps, and flag stickers to the designated flag bag collection station as soon as possible.
iii. If the HKO issues Typhoon Signal No. 8 or Black Rainstorm Signal by 06:30 a.m., the event will be cancelled. Volunteers should return the flag bags, shoulder straps, and flag stickers to their respective schools/organisations on the first working day after the flag selling day, or directly to the relevant units under The HKDSA.
iv. If volunteers accompanying persons with disabilities are questioned by the public regarding the fundraising method, please explain that this initiative allows the public to interact with the beneficiaries. Clarify that all contributions raised during the Flag Day provide support services for individuals with Down Syndrome or other disabilities and their families.
v. To prevent the spread of disease, volunteers are advised not to participate in flag-selling activities if they feel unwell or have a fever on the day of the event.
vi. If a volunteer is unable to participate due to illness or an emergency, please arrange for a family member or friend to return the flag bag to the designated flag bag collection depot before 11:30 a.m., or contact us immediately.
vii. If volunteers encounter any emergencies on the Flag Day, e.g. heavy, damaged, or lost flag bags, depleted flag stickers, injuries, mistakenly returning flag bags please seek assistance from the designated flag bag collection depot or contact us.

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When Selling the Flag

i. **Attitude and Etiquette:**
- ✧ Please maintain a polite manner and a friendly smile. Please greet passersby in a friendly manner: "Good morning Sir/Madam, please support The HKDSA by purchasing a flag!" After a passerby donates, please say, "Thank you!"
- ✧ Tear off the flag sticker and place it on the donor's lapel or shoulder, or hand the sticker to the donors to apply it themselves. Do not cause disturbance or obstruct traffic in public places, and do not sell flags to passengers on public transport.

ii. **Prevention of Disease Spread:** Please maintain an appropriate distance from passersby.

iii. **Handling of Donations:**
- ✧ When accompanying children under 14, parents should hold the flag bag while the children assist in tearing off the flag stickers.
- ✧ **Donors are requested to insert their donations into the flag bag themselves. Volunteers should not handle the donation to avoid any suspicion of theft.**

- ✧ Please guide donors on the correct slots for coins and banknotes (see diagram).
- ✧ **Electronic Donation Arrangements (QR Code)**
  - ■ Donation QR codes are affixed to the flag bag. Volunteers can assist donors with scanning the code to donate via PayMe or Alipay. Detailed instructions are available on the last page.
  - ■ If donors require technical support, please contact us at 3590 2565.

iv. **Handling of Flag Stickers or Flag Bags:**
- ✧ The more funds raised, the more people benefit. Please try to sell all your flag stickers. If you have sold out of flag stickers or your flag bag is full of donations before 11:00 a.m., please go to the flag bag collection depot to get new flag stickers/bags and continue selling flags.
- ✧ Please handle the flag stickers with card. Do not waste them. Remember that every flag sticker represents a potential donation to help those in need.
- ✧ If the flag bag is damaged, making it difficult to deposit or hold donations, please go to the designated flag bag collection depot to exchange it for a spare.

v. If a flag bag is lost/stolen, please seek help from the person in charge of the unit or the depot leader. If necessary, please report to the police and notify the association.

After Selling the Flag

i. **Important Notes on Returning Flag Bags:**
- ✧ Please remember to return the flag bags to the designated location or collection station before 12:15 p.m., or at the time instructed by your teacher/group leader.
- ✧ The association will post a poster for Flag Day in a prominent place at the flag bag collection depot for identification.
- ✧ The staff on duty at the collection depot will collect the flag bags immediately.

ii. **Distribution of Volunteer Certificates:**
Volunteers will receive a Certificate of Appreciation upon returning the flag bags. For schools or groups returning bags collectively, certificates will be provided to the teachers/leaders for later distribution.

If you have any questions about the guidelines, please contact us at **3590 2565**.
We would like to express our sincere gratitude for your participation and assistance!

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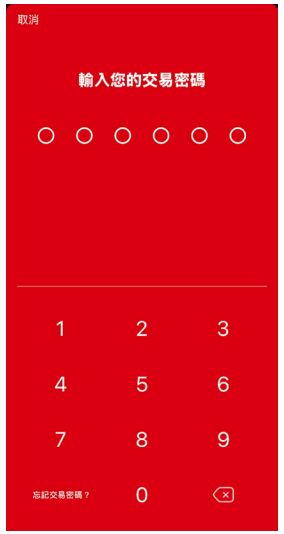
Donation via PayMe

1. Go to the homepage and click "Pay to Store".



2. Donors enter their personal password.

3. Scan the PayMe QR code on the flag bag, then press "Scan to Pay".

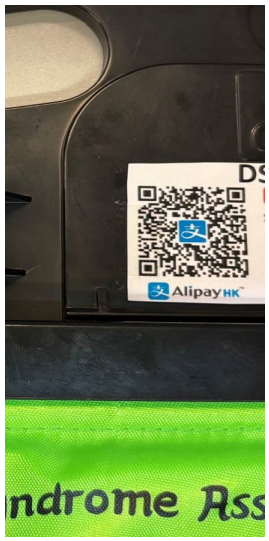
4. Enter the donation amount and click "Next".

5. Enter your **DSA** information in the "Enter your information" and press "Pay to store".

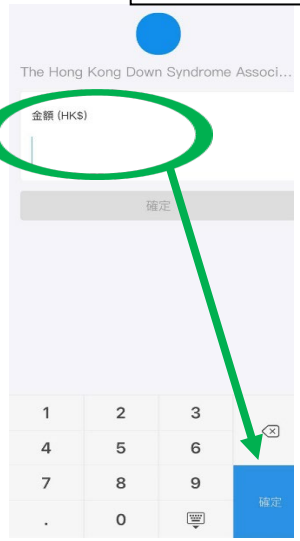
6. Complete payment

Donation via Alipay

1. Go to the homepage and click "Scan".



2. Scan the Alipay QR code on the flag bag.



3. Enter the donation amount and click "OK".

4. Then click "Confirm Payment"

5. Complete payment

No receipt will be issued for electronic donations made on the street. For any inquiries regarding receipts, please call **3590 2565** or email **flagday2026@hk-dsa.org.hk**.