

Appendix 4A

Guidelines for Handling Gifts/Souvenirs Presented to

an Athlete in Official Capacity

All gifts and souvenirs received by an athlete in official capacity should be forwarded to the designated approving authority of the HKCWA for disposal in the following manner:

- a) If the gift/souvenir is of perishable nature (e.g., food or drink), it may be shared among the office or during an activity organized by the HKCWA with approval from the designated approving authority of HKCWA.
- b) If the gift/souvenir is of historical or other interest, it may be sent to the HKCWA Archive with approval from the designated approving authority of HKCWA.
- c) If the gift/souvenir is a useful item, it may be retained and used by the HKCWA, or donated to another charitable organization with approval from the designated approving authority of HKCWA.
- d) If the gift/souvenir is suitable for display (e.g., a painting, vase, etc.), it may be retained for display at appropriate locations of the HKCWA with approval from the designated approving authority of HKCWA.
- e) If the gift/souvenir has a value below [the amount as approved by the HKCWA] but is not suitable for sharing, archiving or display, it may be retained by the recipient with approval from the designated approving authority of HKCWA.
- f) If the gift/souvenir is a personal item having a value above [the amount as approved by the HKCWA], the designated approving authority of the HKCWA shall decide whether the gift/souvenir should be retained by the recipient or returned to the offeror.
- g) If the gift/souvenir is not a personal item and has a value of above [the amount as approved by the HKCWA] but is not suitable for sharing, archiving or display, it may be reserved as a lucky draw prize in functions organized by the HKCWA with approval from the designated approving authority of HKCWA.
- h) If the gift/souvenir is of little or nominal value and is distributed to all participants in public activities, such as a ball pen, file folder or key clasp, etc., it may be retained by the recipient without the need to seek approval.

Appendix 4B

Report of Gifts/Souvenirs Received

Part A – To be completed by Receiving Athlete

To: * [Secretary of Board of Directors/Department Head]

Part B – To be completed by *the Secretary of Board of Directors/Department Head

The recommended method of disposal is *approved/not approved.

*The gift/souvenir(s) concerned should be disposed of by way of:

* Secretary of Board of Directors/Department Head

Full Name: _____

Date: _____

* Please delete as appropriate

Description of Offeror:

Name and title of Offeror:

Company:

Relationship (business/personal):

Occasion on which the gift was/is to be received:

Description of the gift:

Estimated value of the gift: below HK\$[x] HK\$[x] – [x] over HK\$[x]

Suggested Method of Disposal: Remark

- Retain by the Recipient
- Retain for Display as a Souvenir in the Office
- Share among the Office
- Reserve as Lucky Draw Prize at a Staff Function
- Donate to another Charitable Organization
- Return to Offeror
- Others (please specify) :

Name of Receiving Athlete:

Title:

Date: