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Category B Service
COMMUNITY SERVICE SQUADRON
MEMO

From OC CSS
Ref. (1501) in OPS/CS/201/1
Tel. No. 2712 8900
Fax. No. 2715 6944
Date 1 December, 2014

To All OC Units
Attn.: _____
Your Ref. () in _____
dated _____ Fax. No. _____
Total Pages 1

The Community Chest – HK & Kowloon Walk 2015

Request has been received for our assistance in the aforesaid programme.

1. Details of the programme:

Date 日期	11 January, 2015 (Sunday)	
Organization 機構名稱	Community Chest	
Nature 活動性質	Fund Walk	
Venue 地點	Start Point – Hong Kong Stadium	Service Point 3 – Wan Chai Gap Park
Time 時間	0700 to 1100 hrs	0930 to 1300 hrs
Duty 工作性質	<u>Start Point – HK Stadium</u> To hold VIP Team name boards and lead the teams to the Start Point	<u>Service Point 3 – Wan Chai Gap Park</u> To hold the signage to direct walkers to the right route to the Finish Point
No. of manpower	80 or above	10 cadets / OTs + 1 adult member
Age Limit 年齡限制	No limit	
Dress Code 制服	No.2A or 3A	
Closing Date 截止報名日期	15 December, 2014	

2. Interested members shall enrol by completion of CSF 101 (Rev) with member's FULL NAME & Contact Phone No. through their Unit Commanders. Those forms shall be submitted by email to opscsf@yahoo.com.hk & opscsf@gmail.com on or before the closing day mentioned in paragraph 1.

3. Please refer to the guidelines (請於電郵的主旨上註明以下資料)

參考格式

XXX Sqn-1501-Jan 11, 2015



(Caroline FUK Ka-yan)
OC CSS