



# Flag Day 2022

## Factsheet for Single & Joint Flag Days

### Flag Day Application Timeline (2021)

**Aug**

- Submission of Flag Day Applications
- Application Processing and Assessment
- Application Outcome

**Sep**

- Electronic Balloting of Balance Flag Days
- Flag Day Allocation Result

### About Flag Days

1. NCSS member organisations that are registered charities may apply to raise funds through street collections on Flag Days using collection tins/bags. There are a total of 65 Flag Day slots available for calendar year 2022. All Saturdays and those Wednesdays during school holidays have been allocated for NCSS members to conduct Flag Days.
2. Only one Flag Day is allowed for each Single or Joint Flag Day applicant per year. Allocation of Flag Day slots is done through an annual balloting exercise.
3. Organisations may apply to conduct a Joint Flag Day. The number of Joint Flag Days to be allocated is capped at 10 per year. Up to 4 organisations are allowed in each joint effort. A Memorandum of Agreement (MOA) will need to be established between the joint applicants (see the sample at **Annex A**).
4. To cope with unforeseen circumstances such as COVID 19, organisations are strongly encouraged to explore other modes of fund-raising, such as using online platforms to conduct fund-raising appeals e.g. online campaigns on Giving.sg platform.
5. Please refer to our Frequently Asked Questions (FAQ) in **Annex C** on Flag Day 2022.

## Eligibility Criteria for Flag Day

6. The Flag Day eligibility criteria are as follows:

<b>Eligibility Criteria</b>
<p>a. Organisations must maintain average gross proceeds of <b>at least \$20,000</b> (gross proceeds collected in a single day) over the <b>last 2 Flag Days, excluding Flag Days conducted in 2020 and 2021.</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>(1) In view of COVID 19, <b>gross proceeds collected from Flag Days conducted in 2020 and 2021 will not be taken into consideration</b> to assess an applicant's eligibility criteria.</li> <li>(2) NCSS will take all applications this year as fresh applications. Records of the gross proceeds collected in a single day will be taken from Flag Days conducted in 2019 onwards, with the exception of Flag Days conducted in 2020 and 2021.</li> <li>(3) This criterion <b>will be applied to assess applications for Flag Day 2024 onwards</b> i.e. it will only apply from 2023.</li> <li>(4) For applications in 2023 for Flag Day 2024, an applicant's average gross proceeds will be calculated over its last two most recent Flag Days conducted since 2019, excluding 2020 and 2021, ie 2019 and 2022.</li> <li>(5) For organisations that have conducted only one or have not conducted a Flag Day in 2019 and 2022, their applications will be exempted from this criterion.</li> <li>(6) This criterion will apply to <b>each applicant</b> under a Joint Flag Day application.</li> </ul>
<p>b. Organisations must be members of NCSS, providing direct social services or promoting community development.</p>
<p>c. Organisations must be charities registered under the Charities Act.</p>

## Debarment Policy for Flag Day

7. Debarment Policy. With effect from the **Flag Day ballot to be held in 2023** (i.e. for **Flag Day dates in 2024**), applicants that do not meet the eligibility criterion on average gross proceeds of **at least \$20,000** (gross proceeds collected in a single day) over the **last 2 Flag Days** will **not** be eligible to ballot for Flag Days for **three years consecutively** as per the following illustration:

Flag Day Ballot Year	Is Debarment Policy in force?	Barred Period
2023	Yes	Flag Day in 2024 to Flag Day in 2026 (inclusive)
2024	Yes	Flag Day in Jan 2025 to Flag Day in Dec 2027 (inclusive)

8. The eligibility criteria and debarment policy are illustrated in more detail in **Annex B**.

## Additional Notes

9. Applications. NCSS will treat all submitted applications as complete and final. In addition, we seek your understanding that we are unable to accept late applications or re-submissions in order to keep to the processing timeline for confirmation of allocation to all members that applied.

10. Outstanding SOAs. Applicants must not have outstanding audited Statements of Accounts (SOAs) for **any past fund raising events** conducted under fund raising permits issued by NCSS. Otherwise, their allocated Flag Days (if any) may be re-allocated to other NCSS members on the wait list.

## Application Procedures and Requirements for Flag Day 2022

11. Eligible NCSS members are now invited to apply for the Flag Day 2022 ballot. In the online application form, you will be asked to indicate **your preferred Flag Day date**. If no other applicants have selected your preferred date, it will be allocated as your organisation's Flag Day. However, if your preferred date is also selected by one or more other applicants, your application will then be enrolled in the computerised balloting for the Flag Day 2022, which will be conducted in **September 2021**.

12. Organisations applying for **Joint Flag Days** are required to nominate a representative as the Main Applicant to submit the Flag Day application. In the online application form, the Main Applicant is required to indicate details of the other organisations they are partnering. Successful joint applicants are to establish an MOA (see sample in **Annex A**). This MOA must be submitted by the Main Applicant when applying for a Fund Raising permit at least two months before the balloted Flag Day date.

13. Organisations that are unsuccessful in balloting for a Flag Day may collaborate with those organisations that successfully balloted for a Flag Day to hold a Joint Flag Day. The Main Applicant must be the organisation that had successfully balloted for a Flag Day, and a copy of the MOA must be submitted when applying for a Fund Raising permit at least two months before the balloted Flag Day date.

14. Any organisation that had successfully balloted for a Flag Day but later decides not to carry out its Flag Day will have to find a replacement to take over its Flag Day date. Otherwise, its gross proceeds will be deemed as \$0/- for that particular Flag Day. The organisation that is giving up its Flag Day must email/write to NCSS Membership Team at least 3 months in advance for approval of its intended replacement. Failure to find a suitable replacement in time will result in the Flag Day being unused, and may affect the organisation's application for the subsequent year's Flag Day.

## Proceedings of Flag Day 2022 Ballot

15. Applications for organisations that have their preferred date selected by one or more other applicants will be automatically enrolled in the Flag Day 2021 Ballot to be held in **September 2021**.

16. The balloting exercise will be computerised and applicants are not required to be present. Organisations enrolled in the balloting exercise will be invited to pre-identify at least 10 alternative Flag Day dates to facilitate the exercise.

## Application for Fund Raising Permits to conduct Flag Days

17. Organisations with an allocated Flag Day must apply online via NCSS e-services at [NCSS e-Services](https://e-services.ncss.gov.sg/Login?ReturnUrl=%2F) (<https://e-services.ncss.gov.sg/Login?ReturnUrl=%2F>) for a permit under the House-to-House and Street Collections Act (i.e. a fund raising permit) at least 2 months before the Flag Day.

## Rules for Fund Raising Permits

18. An audited Statement of Accounts bearing the auditor's signature should be submitted via e-services at [www.ncssapp.org.sg](http://www.ncssapp.org.sg) within two months after the completion of the Flag Day.

19. No solicitation of funds is allowed at the Woodlands and Tuas immigration checkpoints, Railway Station, Changi Airport, Mass Rapid Transit (MRT) stations, hospitals, hotels and places of worship.

20. Solicitation of funds for Flag Day can only be conducted on the balloted date, between 7am and 10pm.

21. Appeals for sponsorship to cover the operating cost for Flag Days can only be conducted through appeal letters and pledge cards, within a month before the allocated Flag Day. Proceeds from appeal letters and pledge cards can only be used to cover the operating cost of Flag Day, and cannot be counted as part of the proceeds for the actual Flag Day. This should be communicated to the donors accordingly.

22. Sale of items is not allowed in conjunction with a Flag Day on the same day by the same organisation.

## Handling of Collection

23. Organisations must print their names or logos and the NCSS Approval Reference Number on all their Flag Day collection tins/bags. Flag Day tokens (e.g. stickers) should include the organisation's name or logo. For Joint Flag Days, all collection tins/bags and stickers should state the names or logos of all partnering organisations.

24. All collection tins/bags must be serialised. The dimension of coin slits for collection tins and bags should not exceed 7cm by 1cm.

25. If collection tins/bags are lost, the collectors should submit a declaration to their organisation. A Police Report will be needed only if collection tins/bags are stolen.

26. Upon handing-over at the collection centres, all collection tins/bags shall be examined by authorised personnel to ensure that they are intact. These authorised personnel shall ensure that the contents in the tins/bags do not spill out en-route to the counting centres.

27. The counting of collections shall be verified in the presence of the staff and independent party/parties of the organisation e.g. auditor and management committee members.

28. For Joint Flag Days, all collection tins/bags shall be examined jointly by authorised representatives from all organisations upon being handed-in at the Collection Centres. This is to ensure that the tins/bags are intact, and opened in the presence of an independent third party e.g. auditors and management committee members.

## Collectors

29. Organisations must ensure that at least 20% of the collectors are above the age of 16 years and those below this age must be above 13 years and properly supervised.

30. SSAs intending to engage schools need to note that MOE guidelines specify that only students who are Sec 3 and above are allowed to participate in Flag Day.

31. Collectors shall not cause annoyance to any person, or remain at any premises if requested by the occupant of the premises to vacate the place.

32. The collectors shall not receive any money collected except by allowing the donor to place the money in the collection tins/bags.

33. The collectors must be briefed on all relevant aspects of the organisation(s) and the fund raising exercise, so that they understand and are able to communicate these to prospective donors. For Joint Flag Days, all partnering organisations are required to brief their volunteer collectors or staff, based on the agreed briefing details.

## **Fund-Raising Efficiency Ratio**

34. The fund-raising efficiency ratio is the total fund-raising expenses of a charity divided by the total gross receipts from fund-raising and sponsorships of the charity for that financial year. All charities are expected to keep their fund-raising efficiency ratio below 30%, which is commonly known as the 30/70 rule. For regulations on the 30/70 rule, charities should refer to the [Fund Raising Matters](#) webpage on the Charity Portal ([www.charities.gov.sg](http://www.charities.gov.sg)).

## **Additional Requirements for Joint Flag Days**

35. Partnering organisations are to share all expenditure and administrative duties incurred for the Joint Flag Day, based on the terms agreed and stated in the MOA (see sample at **Annex A**).

36. The total gross proceeds raised from a Joint Flag Day must be shared amongst the partnering organisations based on the mutually agreed arrangement documented in the MOA between these organisations.

37. Organisations shall have equal statutory responsibility for the coordination and management of Flag Days, such as compliance with requirements under the House-to-House and Street Collections Act.

38. Organisations applying for Joint Flag Days are required to nominate a representative as the Main Applicant. This Main Applicant shall be responsible for the application of the Fund Raising Permit and submission of the audited Statement of Accounts for the Joint Flag Day.

**\*\*\* End \*\*\***

# Sample Template

ANNEX A

## SAMPLE Memorandum of Agreement (MOA) for Joint Flag Day 2022

This Memorandum of Agreement dated \_\_\_\_\_ is made  
between \_\_\_\_\_ (Agency 1)  
and \_\_\_\_\_ (Agency 2).

### WHEREAS:

1. Agency 1 is the nominated main applicant that has successfully balloted for a Flag Day date in Year 2022.
2. Agency 2 is the co-applicant working in partnership with Agency 1 to conduct the Flag Day.

### NOW THIS MEMORANDUM AGREES AS FOLLOWS:

3. The nominated main applicant will be responsible to submit the following documents to NCSS Membership Team:
  - Letter(s) from the partnering agency/agencies authorising the main applicant as their representative.
  - Online application for a Fund Raising Permit to hold a Flag Day in year 2022 at least **two months** before the allocated date.
  - Audited Statement of Accounts within two months after the Flag Day.
4. All Flag Day collection tins/bags, and stickers should state the names or logos of all partnering agencies.
5. The total gross proceeds raised and expenses incurred for the Flag Day event will be distributed based on the following agreed percentages:

Name of Agency	Proceeds to be received	Expenses to be incurred
Agency 1	xx%	xx%
Agency 2	xx%	xx%
<b>Total:</b>	100%	100%

6. Allocation of manpower for the administrative and logistics preparation for the Flag Day must be shared based on the arrangement agreed by the partnering agencies.



7. All agencies shall have equal statutory responsibilities in the coordination and management of Flag Day, which will include compliance with requirements under the House-to-House and Street Collections Act.
8. All agencies are required to brief their volunteer collectors or staff before the Flag Day, based on mutually agreed briefing details.
9. All agencies are to agree on the accounting procedures for monies received and expended for the Flag Day. For example, all collection tins/bags returned to the Collection Centres shall be examined jointly by authorised representatives from all agencies, and opened in the presence of an independent third party.
10. All agencies are empowered to appoint auditors to conduct checks on the accounting records of the other party/parties on the proceeds collected from the Flag Day.
11. All agencies shall agree on the content of the publicity materials used for the Flag Day, if any.
12. All agencies shall agree on the procedures for settling disputes, if any.

In agreement of this Memorandum of Agreement:

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Name of Signatory  
Designation (preferably Executive  
Director or Board Member)  
Name of organisation as main applicant

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Name of Signatory  
Designation (preferably Executive  
Director or Board Member)  
Name of organisation as joint applicant

Sample Template

## ELIGIBILITY CRITERIA AND DEBARMENT POLICY: ILLUSTRATIONS

Table 1: Illustration of Eligibility Criteria

Ballot Year	Flag Day in	Allocated or Conducted Flag Day In				Eligible for Flag Day Ballot? (as per Gross Proceeds criterion)
		2019	2020	2021	2022	
2021	2022					Yes, ALL applicants
2022	2023					Yes, ALL applicants
2023	2024	No	No	No	No	Yes
		No	No	Yes	No	Yes
		No	No	No	Yes	Yes
		No	No	Yes	Yes	Yes
		No	Yes	No	No	Yes
		No	Yes	Yes	No	Yes
		No	Yes	No	Yes	Yes
		No	Yes	Yes	Yes	Yes
		Yes	No	No	No	Yes
		Yes	No	Yes	No	Yes
		Yes	No	No	Yes	Yes, if Avg GP2019 & 2022 >\$20k
		Yes	No	Yes	Yes	Yes, if Avg GP2019 & 2022 >\$20k
		Yes	Yes	No	No	Yes
		Yes	Yes	Yes	No	Yes
Yes	Yes	No	Yes	Yes, if Avg GP2019 & 2022 >\$20k		
Yes	Yes	Yes	Yes	Yes, if Avg GP2019 & 2022 >\$20k		

**Legend:** Avg GP2019/22 = Average Gross Proceeds collected during Flag Day 2019/22

**Table 2: Illustration of Debarment Policy**

	Debarment Policy in 2023 (Year 1)			Debarment Policy in 2024 (Year 2)			Debarment Policy in 2025 (Year 3)			Debarment Policy in 2026 (Year 4)		
	Most Recent 2Y Average from Flag Day 2019*	Eligible in 2024? (Y / N)	Barred from Jan 2024 to Dec 2026?	Most Recent 2Y Average from Flag Day 2019*	Eligible in 2025? (Y / N)	Barred from Jan 2025 to Dec 2027?	Most Recent 2Y Average from Flag Day 2019*	Eligible in 2026? (Y / N)	Barred from Jan 2026 to Dec 2028?	Most Recent 2Y Average from Flag Day 2019*	Eligible in 2027? (Y / N)	Barred from Jan 2027 to Dec 2029?
<b>Scenario 1</b>	< \$20K	N	Y	<b>Barred from Flag Day ballot application; may apply again in 2026 as first-time applicant, for Flag Day 2027.</b>						Reset	Y	N
<b>Scenario 2</b>	>= \$20K	Y	N	< \$20K	N	Y	<b>Barred from Flag Day ballot application; may apply again in 2027 as first-time applicant, for Flag Day 2028.</b>					
<b>Scenario 3</b>	>= \$20K	Y	N	>= \$20K	Y	N	< \$20K	N	Y	<b>Barred from Flag Day ballot application; may apply again in 2028 as first-time applicant, for Flag Day 2029.</b>		
<b>Scenario 4</b>	>= \$20K	Y	N	>= \$20K	Y	N	>= \$20K	Y	N	>= \$20K	Y	N

\* Gross proceeds collected from Flag Days conducted in 2020 and 2021 will not be taken into consideration to assess an applicant’s eligibility criteria.

## FREQUENTLY ASKED QUESTIONS (FAQ)

**Q: Can we withdraw from Flag Day once we have been allocated a Flag Day date?**

A: No, the NCSS Member allocated a Flag Day date will have to find a replacement to take over its Flag Day date. Refer to Para 14 of the Factsheet for the penalty for withdrawals made without a replacement – this may affect your eligibility to apply for future Flag Days. NCSS may review appeals to waive the penalty with valid reasons (such as being impacted by situations like COVID-19) on a case-by-case basis.

**Q: Will our eligibility be affected for not having met the required \$20k average gross proceeds collected for Flag Days conducted in 2019, 2020 and 2021?**

A: Gross proceeds collected from Flag Days conducted in 2020 and 2021 will not be taken into consideration to assess an applicant's eligibility criteria for future Flag Days.

Refer to Para 6 of the factsheet for more information on the eligibility criteria.

**Q: We have successfully balloted for a Flag Day on a Wednesday of a school holiday. Will our allocated Flag Day be adjusted accordingly if MOE shifts the term breaks over time?**




A: Please submit your appeal to NCSS. All such changes will be subjected to review and approval on a case-by-case basis.

**Q: Can we conduct online Flag Day campaigns?**

A: Yes, regardless of whether you have or have not been allocated a Flag Day date, NCSS Member organisations are strongly encouraged to explore other modes of fund-raising. NCSS Members may conduct its online Flag Day campaigns throughout the year without seeking prior approval from NCSS. Allocation of Flag Day dates by NCSS will only apply to physical Flag Day campaigns only.

**Q: Is a fund raising permit (FRP) required to conduct online Flag Day campaigns?**

A: No FRP applications are required if the Flag Day campaign is conducted online.

<b>Q: With the COVID-19 situation, where can we find assistance on fundraising matters?</b>	
A: NCSS Members affected by COVID-19 can refer to the below resources:	
<ul style="list-style-type: none"> <li>Click <a href="#">here</a> or scan the QR code to download the NCSS Beyond Covid-19 Re-opening Guide.</li> </ul>	
<ul style="list-style-type: none"> <li>Click <a href="#">here</a> or scan the QR code to view available resources for SSAs from webpage on NCSS website. (<a href="http://www.ncss.gov.sg/covid-19">www.ncss.gov.sg/covid-19</a>)</li> </ul>	
<ul style="list-style-type: none"> <li>Click <a href="#">here</a> or scan the QR code to view available support for Charities affected by COVID-19 on the Charity Portal's Publications webpage under "Others" (<a href="http://go.gov.sg/resources-for-charities">go.gov.sg/resources-for-charities</a>).</li> </ul>	

For any further enquiries, please contact the NCSS Membership team at: [NCSS\\_Membership@ncss.gov.sg](mailto:NCSS_Membership@ncss.gov.sg)