



Flag Day 2023

Factsheet for Single & Joint physical Flag Days

About Flag Days

1. NCSS member organisations that are registered charities will need to secure a date using a booking system* to raise funds through island-wide street collections (e.g. on Flag Days).
2. Organisations will only need to secure a date for physical Flag Days involving **island-wide street collections**. Online Flag Days or fund-raising campaigns can be conducted without securing a date from NCSS.
3. All Saturdays, and Wednesdays during school holidays have been allocated for NCSS members to conduct physical Flag Days. Securing of dates are done on a first-come first-served basis. Flag Day slots opens 6 months in advance. Organisations are not permitted to change/cancel your Flag Day date once a booking has been made.
4. Organisations may also conduct a Joint Flag Day. 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**).
5. Each organisation is entitled to only one physical Flag Day (Single or Joint) per year.

*Booking system: <https://www.booking.gov.sg/public/services/d315p269/availability?>

**Fundraising matters (MCCY): <https://www.charities.gov.sg/Pages/Fund-Raising/Fund-Raisers-Duties-and-Obligations.aspx>

Eligibility Criteria for Flag Day

6. The Flag Day eligibility criteria are as follows:

Eligibility Criteria
a. Organisations must be members of NCSS, providing direct social services or promoting community development.
b. Organisations must be charities registered under the Charities Act.

Application Procedures and Requirements for Flag Days

7. Eligible NCSS members can secure a date for Flag Days through a booking system. The dates will be allocated on a **first-come first-served basis**.

8. Organisations collaborating for **Joint Flag Days** are to establish an MOA (see sample in **Annex A**). This MOA must be submitted by a nominated Main Applicant to NCSS at least two months before the secured Flag Day date.

9. Organisations are not permitted to cancel/change your Flag Day date once a booking has been made.

Rules for Flag Day

10. 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.

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

12. 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.

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

Handling of Collection

14. 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.

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

16. 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.

17. 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.

18. 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.

19. 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

20. 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.

21. 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.

22. 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.

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

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

24. 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).

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Additional Requirements for Joint Flag Days

25. 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**).

26. 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.

27. 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 MOA to NCSS and disclosure for the Joint Flag Day.

***** End *****

For any further enquiries, please contact the NCSS Membership team at:
NCSS_Membership@ncss.gov.sg

Sample Template

ANNEX A

SAMPLE Memorandum of Agreement (MOA) for Joint Flag Day

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 2023.
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
 - 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%
Total:	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.

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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:

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

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

Sample Template

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