

ILC 2017 Brief on Centre Visits

Please comply with the following rules and regulations when visiting the centres. Any non-compliance will disqualify you from the Challenge.

Event Objectives

- Come face-to-face with the disadvantaged in our community
- Learn more about charitable giving, volunteerism and advocacy
- Spread public awareness of the lives of the poor and needy in Singapore and the help they need and receive

Do's And Don'ts

1. You should be physically present for the MWS Centre Visit that you signed up for. No substitution is allowed.
2. Only registered participants will be allowed at the Centre for shooting. Friends and family members who did not register for the Challenge should not be taking photos/videos at the Centre.
3. Dress appropriately. This includes clean, neat clothing with no offensive advertisements, words or graphics. Refrain from wearing short, tight and revealing clothes.
4. Avoid using profane and abusive language.
5. Do not give cash/valuables/gifts to beneficiaries or staff. If you wish to contribute monetarily to the beneficiaries, you can consult the Centre Staff who will advise you on the proper process. Money given to the staff will be handed over to the respective MWS Centre. We encourage you to do likewise if you receive such gifts from beneficiaries.
6. You should not respond to media inquiries on MWS.
7. Bringing food for our beneficiaries is discouraged due to their dietary requirements and possible food allergies.
8. Do not provide any medication, health supplements or tonic of any kind to beneficiaries.
9. Refrain from visiting the Centre when you are ill, have recently recovered from any illness or are still infectious (e.g. flu, cold, cough). Email us at ilc@mws.sg in such cases to inform us of the cancellation of your visit.
10. Upon hearing of beneficiaries involved in abuse or harassment, you must report it immediately to the Centre Staff.

What to expect at the Centres

1. Register at the admin office upon your arrival on the Centre visit date and wait for further instructions from the Centre staff.
2. Do refrain from setting out on your own to take photos/videos of beneficiaries present, as not all beneficiaries have media clearance.
3. If you are taking photo of a group of beneficiaries, be mindful to only take photos/videos of those with media consent. If your photo/video accidentally captures other beneficiaries without media consent, check with the Centre staff before you leave the Centre if it can be used.
4. When you approach the beneficiary for a photo/video, do not treat them as mere subjects but respect them as people. Introduce yourself and get to know them as you take photos/videos of them.
5. MWS will do our due diligence to obtain consent from participating beneficiaries in the sharing of their stories. However, in the event that they refuse to let you take their photo/video or express distress at having to share their story, do respect them and do not proceed further.

Post-Centre Visit

1. In your post, highlight the positive stories showing the growth, progress, courage, resilience and gratitude of our beneficiaries, so as to bring forth the themes of ILC 2017 – Hope, Strength, Warmth and Care. Your stories should not sensationalise, shock or embarrass the beneficiaries.
2. Please ensure that your hashtag on each post is correct i.e. #ilc2017mws.
3. Your photo should bring out the theme related to the cause. The photography theme is determined by the Centre you visit so each photo only qualifies for one photography theme as listed here:

Beneficiaries	Centre(s)	Photography Theme
Disadvantaged Children	D'Joy Children Centre	Hope
Distressed Families	FamilyWorks Community Services (FWCS)	Strength
Socially Isolated seniors	Charis Activity Centre for the Elders Wesley Seniors Activity Centre Senior Activity Centre (Teck Ghee Vista)	Warmth
Chronically Ill and Frail Elderly	Bethany Methodist Nursing Home	Care

4. You are reminded to send your photo/video to ilc@mws.sg after posting them on your Instagram page. Refer to www.mws.ilc.sg for more details.