

# Giving for Good Activities in a Box

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# Food drive

At the heart of our hotels, and hospitality, is food. Nourishing people and communities. This is a great opportunity to show our support on this important social issue and bring to life True Hospitality for Good.

Your hotel can support the global movement by donating food to a local charity or community group, such as a food bank, that can help people in the community who are in need of food provisions.



Holiday Inn – Riyadh – Al Qasr – EMEAA (IMEA)

A total of 35 kilograms of food were prepared and donated to the local community of Olaya District, including construction workers, police officers, and others.

## Steps to success

### 1 Choose a recipient organisation

Find a local charity organisation in your area that collects food and ask them about their specific needs.

### 2 Set a date

Typically, a drive lasts from 1 to 4 weeks, but that's flexible. If you are doing the food drive over multiple weeks, arrange regular pick up / drop offs of the donations so they can be utilised as soon as possible.

### 3 Plan logistics

Set up a collection box in a high-traffic area – a staff room for hotel colleagues or near the front desk for guests. Also make sure to keep regular communication with the organisation so they know what is happening.

### 4 Promote your drive

Talk about the food drive in staff meetings, post a flyer, send out an email – whatever works for the team. If you are inviting guests to contribute, place a poster by the collection box so they understand the cause.

### 5 Celebrate your success

Celebrate your effort! Be sure to log your activity in the IHG [Community Tracker](#) to be eligible for our Giving for Good Awards!

## Resources you will need

Collection box | Collection box label/poster | Promotional poster

# Book drive

It is hard to imagine growing up without books. But this is the unfortunate reality for many around the world.

You can help give a child the tools for success by running a simple book drive at your hotel and donating books to a local school or charity.

Here are a few tips for you on how to run a successful book drive.



Holiday Inn Qingdao City Centre – GChina (North China)

A total of over 600 books were donated to the library of Pindu Tashipo Village and employees raised funds to help fund a mobile library for the primary school.

## Steps to success

### 1 Choose a recipient organisation

Find a local school, daycare, or community centre, and ask them which type of books they need.

### 2 Set a date

Typically, a drive lasts from 2 to 4 weeks, but you can do what is best for your hotel.

### 3 Plan logistics

Set up a collection box in a high-traffic area. If the book drive is for colleagues, place the collection box in a staff room. If guests are invited to participate, consider placing the box near the front desk. If you are doing an online book drive, you may want all books delivered to the hotel. Then your team can deliver the books at the end of the drive.

### 4 Promote your drive

People typically need to see information multiple times before they are moved to action. So, talk about the book drive in staff meetings and send out an email. Post a flyer about it in the break room. Consider sharing it with the community and listing it in the community events section of a local newspaper.

### 5 Celebrate your success

At the close of the drive celebrate your effort, whatever the results. Be sure to log your activity in the IHG [Community Tracker](#) to be eligible for Giving for Good Awards!

## Resources you will need

Collection box | Collection box label/poster | Social posts

# IHG Discover

The IHG Academy – Discover programme is designed to inspire and upskill the next generation and support our Journey to Tomorrow mission with skills training in the community.

Discover helps us to work directly with our communities and partners, through workshops for students and to give people exploring different job sectors a taste of what it's like to work in the hospitality industry. Hotel and corporate leaders visit schools, colleges, NGOs and charities to deliver in-person sessions.

## Steps to success

### 1 Choose an education institution

Find a local school or community centre that works with students aged 14-16, and offer to host a Discover session either at their institute or host it in the hotel or corporate office you work in.

### 2 Set a date

Typically, a session can range from 1 hour to a full day. It depends on what works for you and the students. Arrange a date that works for both sides.

### 3 Plan logistics

If you are hosting in your place of work, make sure you have the right space for the number of students & teachers attending, set up the right technology you need .e.g. laptop connected to a TV.

If you are going to the institution, ensure to take the relevant materials with you.

You can find info, video and the presentation you can use for all Discover sessions [here on Merlin](#).

### 4 Communicate with the school/college

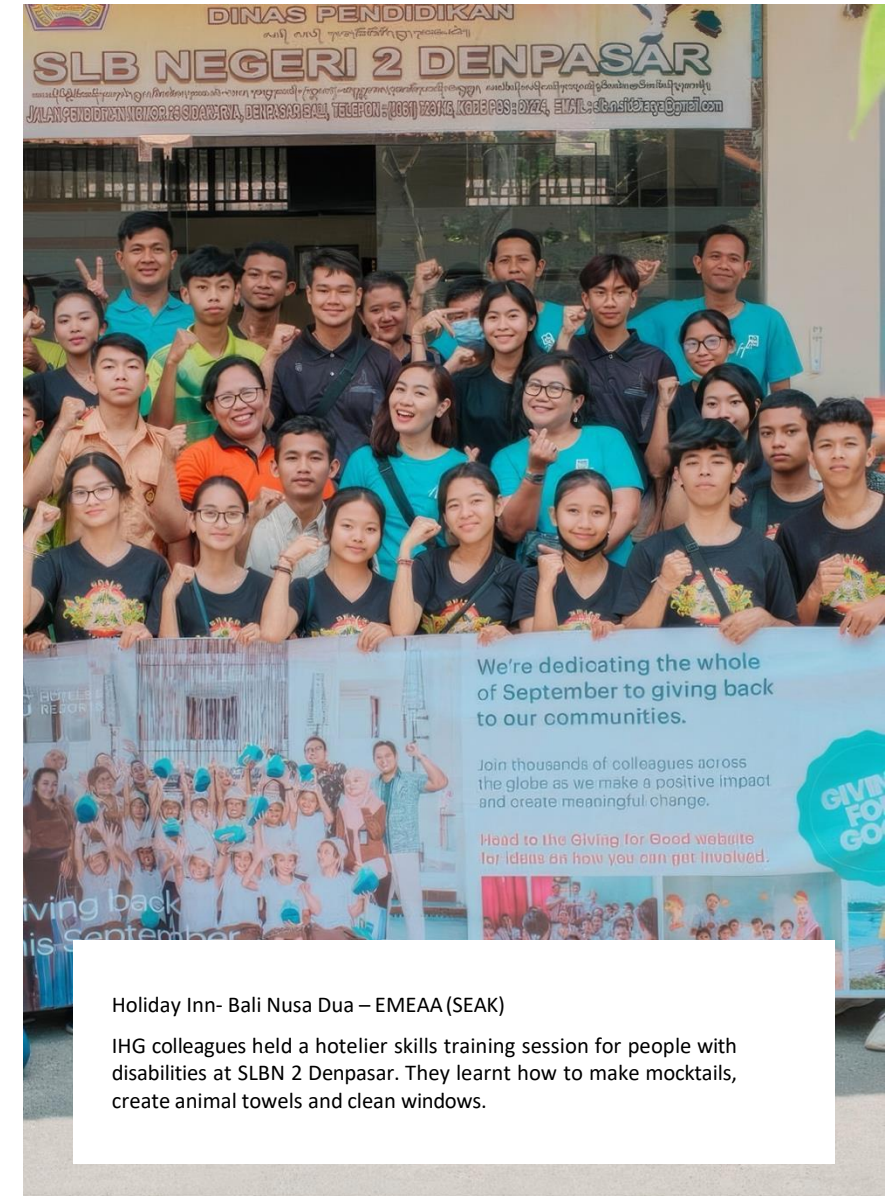
Make sure you have regular communication with your main contact. It is important to keep them up to date with what you are planning, what they can expect and to ensure that there are no issues for the session on the day.

### 5 Celebrate your success

At the close of you drive celebrate your effort, whatever the results. Be sure to log your activity in the IHG [Community Tracker](#) to be eligible.

## Resources you will need

[Discover PowerPoint presentation](#) | [Discover the video to show on the day](#) | [IHG Academy hotel handbook](#) | [IHG Academy Corporate handbook](#)



# Hygiene Kits

By hosting a hygiene kit drive, you can make a tangible difference in the lives of those in need, providing essential hygiene supplies and promoting dignity and well-being. Your contribution will create a positive impact, fostering a sense of community and compassion within our hotel and beyond.



Holiday Inn Express Timmins – AMER (Canada)

By donating a box of hygiene items to Better Tomorrow, the hotel made a positive impact on the lives of low-income individuals and helping create a better tomorrow for all.

## Steps to success

### 1 Choose a recipient organisation

Reach out to a local shelters, hospitals, senior centres, or children's home and ask them if they need hygiene kits and what items would be best for the kits?

### 2 Set a date

Typically, a drive lasts from 2 to 4 weeks, but you can do what is best for your hotel.

### 3 Plan logistics

Set up a collection box in a high-traffic area. If guests are invited to participate, consider placing the box near the front desk.

### 4 Promote your drive

Share information about the kit drive and the items required in staff meetings and send out an email. Post a flyer about it in the break room. Consider sharing it with the community too.

### 5 Pack and deliver your kits

Set up all donations in one room where colleagues can drop in to pack a few kits before their shift. Or get together as a team for a packing party. Drop off kits or have them come to you and pick them up. Be sure to take pictures!

### 6 Celebrate your success

At the close of your drive celebrate your effort, whatever the results. Be sure to log your activity in the IHG [Community Tracker](#) to be eligible for Giving for Good Awards!

## Resources you will need

Sample hygiene kits | Collection box label | Promotional flyer | Social posts

# Examples of hygiene kits you can make

Kit type	Examples of items that can be included	Use of kit
<b>Hygiene Kit</b> Most Hygiene Kits are travel-sized items packed into a sealable bag, which is a great option to make the kit waterproof and easy for charities to distribute to their clients.	Toothbrush, toothpaste, a bar of soap, shampoo, conditioner, body lotion, shave gel, deodorant, comb or hairbrush, razor, lip balm, facecloth, bandages, hand sanitiser, tissues, nail clippers, hair ties etc. Feminine hygiene products – tampons and pads – can be added as appropriate.	Shelters, hospitals, homes for elderly/senior people, community outreach programmes
<b>Hygiene + Clothing Kit</b> You can add some basic clothing items to the Hygiene Kit to help those in need.	As above plus underwear (men’s or women’s) socks, blanket, flannel pyjamas, comfortable loose-fitting trousers, hoodie etc.	Shelters, hospitals, homes for elderly/senior people, community outreach programmes
<b>Baby and New Mother Kit</b> Helps to welcome the new child as well as provide a new mother with a few items to ease her transition into motherhood.	For Baby: nappies, wipes, baby wash, lotion, petroleum jelly/nappy cream, sleepers or onesies, baby blanket, and board book.  For Mum: lotion, wipes, body wash, shampoo, conditioner, toothbrush, and toothpaste. You can also include extras like a journal, pen, massager, candle, blanket, slipper socks, or sleepwear.	Women’s shelter, hospital, community outreach programme
<b>Caregiver Kit</b> Caregiver Kits provide basic items that help those supporting their loved ones as they go through medical treatments or rehabilitation.  Often patients are provided with necessary items but their loved ones who are standing by them morning, noon, and night are left without basic needs. These kits are designed to support them as they support their loved ones through a trying time.	An activity book to stimulate the mind and pass the time, a pen, pencil or crayons, a notebook to make a note of any information needed, hand sanitiser, tissues, a reusable water bottle, earplugs, lip balm, and hand lotion.	Hospital, community clinic, homes for the elderly/seniors
<b>Elderly/Senior People Kit</b> Elderly/Senior People Kits support shelters and outreach programmes that work with elderly/senior people in the community providing them the essentials while adding comfort to their lives.	Underwear (men’s or women’s), socks, polar fleece blanket, a bar of soap, shampoo, conditioner, hand sanitiser, razor, shaving cream or shave gel, lip balm, sleepwear, body lotion, tissues, comb or hairbrush, incontinence underwear or pads, a scarf or adult colouring book or word search and pen, pencil or crayons.	Shelters, Hospitals, Seniors Homes