



## IHG® Foundation: Simple Fundraising

Thank you for your interest in fundraising for the IHG Foundation and helping us set the foundations for stronger, healthier, more prosperous communities around the world.

Below, we have outlined some useful fundraising information. If you have any questions, or require further support, please email us at [enquiries@ihgfoundation.org](mailto:enquiries@ihgfoundation.org)

Happy fundraising!

### Plan your event

Be clear on how your event will run, what it will involve, when it will be held and where, and who will attend/be involved. Make sure you have applied for any licenses/approvals required to hold the event and that you have the necessary insurance in place. Don't forget to carry out a risk assessment beforehand and make sure you have considered any health and safety requirements. Keep a log of what needs to be done to ensure your event is a success and by when.

### Promote your event

Share your event on social media

Share your event on Facebook, Twitter and Instagram using #IHGFoundation. Remember, you can still raise funds after the fundraising event has happened so make sure to promote the event as much as possible.

### Share your event with us

Tell us about your event and send any pictures/videos you have from the event to [enquiries@ihgfoundation.org](mailto:enquiries@ihgfoundation.org). We will share details of your event via our Facebook, Twitter, Instagram and other communication channels.

When talking about the IHG Foundation, please make sure to use the following statement:

The IHG Foundation works to set the foundations for stronger, healthier, more prosperous communities around the world. It focuses on helping communities develop hospitality skills, ensuring support for those impacted by disasters, supporting grassroots community groups and protecting the environment. The IHG Foundation is a 501(c)3 organization in the United States and a registered charity England and Wales (no. 1164791).

**The following small print must be included on all IHG Foundation fundraising event promotional materials:**



The IHG Foundation is a 501(c)3 organization in the United States . Monies donated go to helping communities develop hospitality skills, ensuring support for those impacted by disasters, supporting grassroots community groups and protecting the environment.

## IHG Foundation fundraising event guidance

Make sure you:

- Have a clear plan for your event
- Have carried out a risk assessment
- Have considered any risks to health and safety
- Have the appropriate First Aid
- Have the appropriate insurance
- Hold the necessary licences
- Follow local laws in terms of fundraising

## Donate

Have a look at the Donations section of the IHG Foundation - US website for more information on paying in donations, and ways your supporters can donate to us.

## Disclaimer

Please note: any IHG Foundation fundraising event or activity is undertaken or participated in at your own risk. If you are planning on running a fundraising event as part of IHG Foundation, please note that you are raising money to support the work of the IHG Foundation, a 501(c)3 organization in the United States and a registered charity in England and Wales (no. 1164791).

The IHG Foundation discourages anyone raising funds to participate in particularly hazardous or risky activities.

Be safe, have fun and thank you in advance for your support