

Box of Hope - A simple and effective initiative that brings joy to thousands of children.



Take a box, decorate it and fill it with new, useful, educational and fun items.

It's that simple!

Thank you for your interest in Box of Hope. Each year, many companies enjoy the rewarding experience of running their own box drive for Box of Hope. Last year, our corporate partners, together with over 120 Hong Kong schools, enabled us to distribute 35,252 gift boxes to 48 charities serving disadvantaged children in Hong Kong and Asia.

What started as a simple project of two mums to teach their own children the gift of giving is now a major event for school children and corporations across Hong Kong. We hope that you and your colleagues will join us for our 2019 box drive to help make this year even bigger than the last!

In 2019, our deadline for receiving boxes from our corporate partners is the week starting **Monday 4 November - until Friday 8 November 2019.**

We have put together this step-by-step guide to creating boxes and running a box drive. The following page has been designed to be share with all participating colleagues. If you have any further questions, please don't hesitate to contact us at corporates@boxofhope.org.

With warm regards

Monique Stapleton, Sian Taylor and the Box of Hope team

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Tel 9137 5837

Important information:

- We are asking for \$12/per box to be included with each box donated, representing the cost of distributing your box to disadvantaged children. Box of Hope relies on donations to sustain its operations, and we cannot afford to send out boxes from our corporate donors without this contribution. We hope you understand our position, and are grateful for your continued support. We can provide invoices or receipts where requested.
- Box of Hope is in need of financial sponsorship - please get in touch if you are interested in taking your support up a level?
- Many of you ask us where you can get empty shoe boxes from. There are 3 options:
 1. Ask your colleagues to supply their own used (and decorated/wrapped) shoeboxes. More details about appropriate size contained further inside this guide.
 2. Procure your own boxes from a source such a Taobao - we can send you an example of what we consider a good size and quality box.
 3. Order sturdy pre-printed boxes through us - we are trying this for the first time this year. Costs will be confirmed, but approx \$8/box.

Box of Hope is a Hong Kong registered charity (Reg No: 91/9824). Box of Hope is about children helping children.

How to make your Box of Hope

Take a shoebox, decorate it, and fill it with new, useful, educational and fun items. It's that simple!



Most of the children that receive a Box of Hope have never received a gift before, please help us to ensure that all children receiving a Box of Hope have a similarly joyful experience by following these guidelines. We rely on our corporate partners to provide perfect boxes - please help us, help the children:

All boxes must contain between 8-12 items with 2-3 items from each of the four following categories and could be suitable for a boy or a girl.

All items must be NEW and MUST include essential hygiene items - toothbrush, toothpaste and soap. Absolutely NO LIQUIDS.

Something to love

Cuddly toy
Finger puppets
Doll/Figures
Toys: Bricks, yo-yo, playing cards, cars,
Tennis ball or soft ball
Games
Jigsaws
Musical instrument

Something to learn

Colouring book (for older children)
Colouring pencils
Note book
Simple reading book or picture book
Pens
Pencils
Pencil sharpener and Eraser
Calculator

Something to use (essential hygiene items)

Bar of soap
Toothbrush
Toothpaste
Hairbrush
Comb
Facecloth

Something to wear (not clothing)

Hat
Sunglasses
Hairclips
Necklace or Bracelet
Badge/Pin
Headband
Watch

What NOT to include in you Box of Hope?

- SECOND HAND ITEMS
- FOOD or MEDICINE
- WAR RELATED ITEMS - toy guns, soldiers, knives
- CLOTHING - other than hats
- DANGEROUS or FRAGILE ITEMS - Glass containers, mirrors, sharp objects, razors, marbles
- LIQUIDS - of any kind including blow bubbles, shampoo, bubble bath, toiletry sets, aerosols

Other points to note:

- Boxes should contain a variety of items as described above, not one single, larger item.
- The box should be decorated, but not sealed entirely with wrapping paper as it needs to be checked before being delivered.
- Please ensure the quality of your box (both inside and out) is good enough for a child to receive as a gift.

Everything you need to know about running your Box of Hope box drive

1. Firstly you need to decide how to run your box drive – one of three ways:
 - a. Colleagues prepare their own gift boxes according to the list below and bring it in to your designated collection point(s).
 - b. Your organisation provides empty gift boxes for colleagues to fill and bring to your collection point(s).
 - c. In addition to 1 or 2, your organisation accepts cash donations from colleagues to buy items for the gift boxes and a team of colleagues create boxes from these donations.

Option A is the simplest form of box drive and the choice that most of our corporate partners make.

2. Form a team to run the box drive for colleagues and **nominate a contact person** who will liaise with Box of Hope. Please nominate just one colleague for this role and advise us of their contact details via corporates@boxofhope.org
3. Then you need to advertise and undertake your box drive
 - a. Use the posters and flyers provided by Box of Hope around your organisation. These give all the information your colleagues need about how to create your box.
 - b. Make periodic communications to colleagues to introduce them to Box of Hope and remind them about the project and the deadlines (**delivery 4 November 2019**).
 - c. Provide new information with each communication to engage colleagues and encourage them to participate. Eg. flyer, Box of Hope video, company totals and targets
 - d. Engage managers in promoting the event to direct reports.
4. Preparing the logistics
 - a. Decide upon the internal drop-off point for boxes and advertise this to colleagues. Choosing a prominent location will further reinforce the event to colleagues.
 - b. If collecting cash donations to create boxes, find a space suitable at your premises for box creation.
 - c. Make arrangements for box checking and packing (see sections 6 and 7) and identify a suitable space for this.
 - d. Arrange to deliver your boxes to us at Exchange Square (exact address to follow once confirmed). Please deliver boxes to us during the week 4-8 November 2019.
5. If you are creating boxes from cash donations (ignore this section if choosing option 1a.)
 - a. Source shoe boxes (contact us for further information if required).
 - b. Organise a team of buyers.
 - c. Buy items as listed on flyer. The best boxes are suitable for any age or gender.
 - d. Organise teams to fill boxes and label them as in the box-checking process. These boxes should not need to be checked again.
 - e. Don't forget an additional \$12 per box is needed this year, in addition to any other money you spend.

6. Checking the boxes you collect

- a. Once you have collected boxes from colleagues, a designated person(s) will need to check them.
- b. This involves making sure the gift boxes **have all the required components** and **none of the disallowed items** (see page 2 above or our flyer).
- c. The process for checking boxes is as follows:
 - i. Check the box can be opened
 - ii. Check that none of the contents are individually wrapped, unwrap if they are
 - iii. Check for any prohibited items (eg liquids) - remove if found
 - iv. Check that the box contains all the required items, **especially toothbrush, toothpaste and soap**. Add in any items that are missing.
 - v. When checked - Put a sticker (provided by Box of Hope) on the checked box and mark it with the most appropriate age group and gender of the recipient. This sticker also indicates that the box has been checked and cleared for customs purposes.
- d. Let us know how many boxes you think you will collect (in advance) so that we can provide stickers.
- e. Arrange for a dedicated space – a room big enough for teams to work comfortably while checking boxes.
- f. If you have a lot of boxes, teams of 4-5 people working in shifts of around 2 hours works well.
- g. Ensure you have spare wrapping paper, scissors and tape in case boxes need to be re-wrapped.

7. Packing your boxes for transport to us:

- a. Checked boxes should be packed into the large packing cartons or cling wrapped in bulk by a courier.
- b. Write the number of gift boxes contained inside the carton, on the outside.
- c. Arrange for the boxes to be delivered to us at Exchange Square (we will send email confirming full address once our space allocation is confirmed).

Suggested Timescale for decisions and implementation

Date	Action
August/early Sept	Inform Box of Hope of your intention to participate.
September	Decide how to run your box drive – one of three ways: <ol style="list-style-type: none">1. Colleagues prepare their own gift boxes according to the list below and bring it into your designated collection point(s).2. Your organisation provides empty gift boxes for colleagues to fill and bring to your designated collection point.3. In addition to 1 or 2, your organisation accepts cash donations from colleagues and designated colleagues buys items to create boxes from these donations. <p>Any option: don't forget additional \$12/box required to cover distribution costs. Also collect this from colleagues.</p>
Mid September	Determine collection point(s) in your organisation for gift boxes so that it can be included in all communications.
Mid September	Order gift boxes if choosing option 2 above.
Late September	Start to advertise Box of Hope to all participating colleagues including emailing the attached flyer, printing out copies of the flyer and posting the poster in communal areas. Inform them of the final date for box donation (allowing time for box checking, late arrivals, and couriering).
8 October	Remind colleagues about Box of Hope box drive, - can re-send flyers, links to website and a link to our video.
21 October	Remind colleagues of the deadline for box collection.
28 October	Advise colleagues it is (approximately) 1 week until the deadline for box collection, and arrange for the boxes to be checked and stickered.
week of 4-8 November	Arrange for boxes to be delivered to Exchange Square (address to be confirmed)
8 November	Deadline/last date for boxes to be received (unless agreed prior with Box of Hope)

FAQs

Getting started

How do I run a box drive for colleagues?

Invite your colleagues to create a Box of Hope by themselves or with their families. Use our promotional flyer to inform your colleagues on how to create their box.

Can colleagues make a cash donation instead of donating a box?

Some organisations give their colleagues the option to make a cash donation instead of creating a box. The organisation collects the donations and may either create boxes on behalf of their colleagues or send a cash donation to Box of Hope to cover logistics costs.

*This year we ask corporate donors to contribute an additional **\$12/box** towards cost of distribution. This is a new requirement for 2019, in addition to any other donations you might consider. Receipts/invoices available.*

Can we donate cash directly to Box of Hope to create boxes on our behalf?

No. Box of hope is run entirely by volunteers and doesn't have the resources to put boxes together on behalf of organisations. However, Box of Hope gratefully accepts cash donations to contribute towards its running costs – please contact us for more details.

How long should I run my box drive?

We suggest running your box drive for a maximum of 2-3 weeks, finishing in time for you to get your boxes to us before 8 November 2019.

Boxes

What size should my box be?

The best size of box is one that is approximately 18cm (w) x 30cm (l) x 13cm (h). You may not be able to fit all your items into a smaller box, whilst a larger one may end up looking empty. In addition, larger boxes (eg photocopy paper boxes) take up more space in our packing cartons causing our distribution costs to increase.

Where can I obtain shoeboxes?

Many Hong Kong shoe stores will gladly give away their unwanted boxes. Pre-decorated gift boxes can be bought at a variety of stationers and discount stores in Hong Kong or on sites such as Taobao ([see link](#)). In addition, this year we are looking at arranging sturdy pre-printed boxes through one of our sponsors - let us know if you are interested in purchasing these boxes (cost will be approx \$8/box).

Does it have to be a shoe box?

Any kind of box with a lid of approximate dimensions as above is acceptable. It must be sturdy enough to withstand stacking, transport and act as a lovely treasure for a child to keep and own (many recipient children value the box as much as the gifts inside).

Does the lid of the box have to be removable?

The lid does not have to detach from the box but the box lid must be able to be opened for checking purposes.

Should I decorate my box?

Yes. From our experience, we know that the recipients treasure the box just as much as the gifts inside it. We suggest wrapping the box and lid (separately) in wrapping paper or buying a pre-decorated box.

Does Box of Hope provide boxes for us to fill?

No. We do not provide boxes, although see above "Where can I obtain shoeboxes?" for more info.

Should I seal my box?

No, it may need to be checked for customs purposes. Just secure the lid with an elastic band.

What to put in the Box

Can I put second-hand items in the box?

No. All items must be new to meet customs requirements.

How many things should I put in my box?

Please try to include at least two items for each of the four categories stated above. There is no maximum number of items – only as many as can fit in your box!

It is ESSENTIAL that all boxes contain toothbrush, toothpaste and a bar of soap.

Should I make my box for a specific age or gender?

The best boxes are those that are suitable for any age or gender. We do ask our corporate donors to focus on the older 11+ age categories, as these are often in short supply from the HK school children.

Should I wrap the items in my box individually?

No, they may need to be checked for customs purposes.

Box checking

Why are boxes checked?

We check all boxes to ensure that they do not contain any prohibited items and meets customs regulations.

Can our colleagues volunteer to check boxes donated by school children?

Yes, please contact us for further details.

Can we check the boxes donated by our colleagues?

Yes, it is a great help to us if you can check your own boxes and put a sticker on each one to indicate the age and gender of child for which it is most appropriate. We kindly ask that any organisation donating over 100 boxes does check their boxes before sending them to us.

Box collections and deliveries

Can you collect the boxes my organisation produces?

No. We kindly ask that our corporate participants arrange for boxes to be sent by courier to us at Exchange Square, Central (to be confirmed). If you have any problems, please contact us before Monday 4 November to see if we can assist you with alternative arrangements.

What is the deadline for delivering boxes to you?

Friday 8 November 2019.

Where should I deliver my boxes to?

Exchange Square, Central – more information to follow

Recipients

Can I attend the box delivery to the recipient?

Unfortunately many of the children that receive our boxes are particularly vulnerable and consequently it is not possible to attend box deliveries.

Can I request the specific recipient of my boxes?

Unfortunately no.

Who are your recipients?

Please see our website for further details.