



Hello:

Thank you so much for your commitment and willingness to host a house party to help spread the work about three important issues: LGBT domestic violence, sexual assault, and hate crimes.

KCAVP is partnering with people just like you to host house parties to raise money, recruit volunteers and increase awareness about these issues. We need to spread the word about how these issues affect everyone in the community and what KCAVP is doing to stop them. And we are very happy that you are involved in that effort!

The following pages include a “House party Kit” that you can use as a guide for planning a successful event. This packet, along with the resources on our Web site at www.kcavp.org, will provide all you need.

Once you’ve decided on a date for your house party, please contact me so I can help to answer any questions or concerns you may have. I will also schedule a staff person or board member to attend your party to make a brief presentation on the issues and to be on hand to answer questions. You can reach me via e-mail at beth@kcavp.org or by calling me at the KCAVP office at **816-561-0550**. If you already know the location and have established your personal fundraising goal, please relay that information to me as well.

From all of us at the Kansas City Anti-Violence Project, thanks again for stepping up for this crucial fundraising effort!

In the name of Peace, Justice and Equality,

Beth Savitzky
Executive Director

A special thanks to Action Wisconsin for the use of these documents.

House Party Kit

THANK YOU FOR HOSTING A HOUSE PARTY! A house party is a fast, easy and fun way to raise money and educate voters on behalf of the Kansas City Anti-Violence Project (KCAVP).

MONEY, NETWORKING AND EDUCATION. The goals of a house party are really three-fold.

1. Raising money is the first priority. An average house party can raise \$1,000 (40 attendees at \$25 each).
2. The second goal is to help KCAVP build a network of fair-minded people who will volunteer in the future (including three future house party hosts).
3. The third goal is to educate people about these important issues. Follow this guide, add your own touches, and you will be amazed at your success!

THE BASICS. Having a house party is easy. As the host, we ask you to invite **EVERY** person you know to your party. At this event, people will have a chance to learn more about KCAVP and our work to end domestic violence, sexual assault, and hate crimes in the LGBT community. They will have an opportunity to ask questions and express their opinions and to donate money to KCAVP to help the cause. The rest of the party details are up to you!

GET HELP! Contact **Beth Savitzky** via e-mail at beth@kcavp.org or by calling 816-561-0550 to register your house party with your name, address of the party, date of the party and your fundraising goal. On our Web site (www.kcavp.org) you can download additional copies of this "House Party Kit," which includes a guide to a successful party, sample invitation letter, sample flier, tips, FAQs and general guidelines for raising funds. You can also download donation forms, sign in sheets and other resources as well.

GET CREATIVE! Here are some ideas for parties:

- Host a potluck dinner where guests bring food and drinks to share along with their donations.
- Host a theme party by organizing your party around a favorite TV or Broadway show.
- Have a Sunday brunch.
- Celebrate a birthday or anniversary.

Although this party is designed to make money to support KCAVP's efforts, you have the freedom to be creative and open your home to your friends, family and co-workers for a fabulous shindig! Get creative!

YOU ARE ENERGIZING PEOPLE. To support KCAVP's continuing good work, we must encourage fair-minded people to spread the word about LGBT violence and how KCAVP is helping those in the community affected by LGBT violence. You are about to become a driving force behind this grassroots movement.

YOU CAN DO IT! IN THE NEXT FEW PAGES, WE'LL TELL YOU HOW . . .

Guests and Invitations

YOUR GUEST LIST...THINK BIG! You should be thinking about how to reach as many people as possible. This is an important issue. A multitude of people will come to your party if you tell them how important it is to the community to have a resource for LGBT violence and to you personally why the organization is important.

1. Invite everyone you know! Neighbors, friends, co-workers, community groups, old classmates and teachers, your postal carrier, members of your church, people you see walking around your neighborhood in the evening, your holiday list, etc. (You get the picture!)
2. Post fliers in gyms, coffee houses, etc. which you frequent.
3. Carry around invitations during your day and hand them out to people for whom you do not have a mailing address.
4. Encourage everyone to invite their friends to your house party.
5. Invite at least twice as many people as you want at your event, i.e. to get 40 people, invite 100.
6. Make sure you write down who you're inviting so you can follow up later.

INVITATIONS. Send paper invitations to your guests. They will be more likely to come if they know that you've put the extra time and thought into the event. We've included a sample invitation flier and sample letter in this kit. If you have the resources, feel free to design your own.

WANT A BIGGER PARTY? RECRUIT SOME CO-HOSTS. Get a group of people together who each have different sets of friends and contacts so the work can be spread as far and wide as possible in a short period of time. Ask each person to commit to a specific amount of money and/or number of guests and then hold each member to his or her commitment.

FOLLOW UP INVITATIONS BY PHONE OR FACE-TO-FACE. Do this at least one week before the event to determine the number of people attending, answer any questions and encourage undecided guests to attend. E-mail reminders out the day before the party. *If a person cannot come to the party, ask them to make a donation in lieu of attending.*

PERSISTENCE IS THE KEY. Don't be shy about talking to, inviting and reminding people about your party frequently. The only way that people will want to get involved is through personal contact with you and others who are attending! Invite well and invite often.

NOTE: If the press is attending in an official capacity, please contact KCAVP immediately!

Sample Invitation Flier

[Host or co-hosts] invite/s you to

A House Party for the Kansas City Anti-Violence Project

The only organization in Kansas and Missouri working to end domestic violence, sexual assault, and hate crimes in the lesbian, gay, bisexual, and transgender community

[Date]

[Time]

[Location – with street address, city and phone number]

[What to expect at your event – i.e., “coffee and dessert reception”;
“cocktails and hors d’oeuvres will be served,” etc.]

Please join me/us to learn about:

- What is LGBT violence
- Updates on recent developments
- How you can help turn the tide against LGBT violence

See the enclosed map for direction’s to my/our house.

Please RSVP to [name/s] at [phone number/s] or [e-mail address/es] no later than [one week prior to the event].

\$_____ per person suggestion donation. (Make checks payable to “KCAVP”)

If you cannot attend the party, please still send a contribution. Please send your check to: Kansas City Anti-Violence Project, PO Box 411211, Kansas City, MO 64141 or make your gift online at www.kcavp.org.

To learn how you can host your own house party, please contact **Beth Savitzky** via e-mail at beth@kcavp.org or by calling 816-561-0550.

Sample Invitation Letter

Date

Dear Friend:

I/we would like to invite you to my/our house party in support of the Kansas City Anti-Violence Project (KCAVP), the only organization in Kansas and western Missouri working to end domestic violence, sexual assault, and hate crimes in the lesbian, gay, bisexual, and transgender community.

KCAVP provides much needed assistance to victims and families of LGBT violence as well as works to educate the community. KCAVP is a grassroots nonprofit and we need to get the word out about this important topic.

This is an issue that is important to me/us and my/our community. I/we ask you to come join us to learn more about this issue.

We look forward to seeing you! Here are the details:

A House Party for the Kansas City Anti-Violence Project

[Date]

[Time]

[Location – with street address, city and phone number]

[What to expect at your event – i.e., “coffee and dessert reception”;

“cocktails and hors d’oeuvres will be served,” etc.]

See the enclosed map for direction’s to my/our house.

Please RSVP to [name/s] at [phone number/s] or [e-mail address/es] no later than [one week prior to the event].

Suggested donation of \$_____ at the door. (Make checks payable to “KCAVP”)

Sincerely,

Host Name(s)

P.S. If you cannot attend the party, please still send a contribution. Send your check to:

Kansas City Anti-Violence Project

PO Box 411211

Kansas City, MO 64141

Or make your gift online at www.kcavp.org.

To learn how you can host your own house party, please contact **Beth Savitzky** via e-mail at beth@kcavp.org or by calling 816-561-0550.

Fundraising Fun

YOU ARE HELPING PEOPLE DO SOMETHING THEY WANT TO DO. You are giving them the chance to get further involved in KCAVP's efforts and give by contributing their money and time. They have a chance to support a great cause, to start an investment in their lives and community. Bringing good people together with a good cause is nothing to be shy or apologize about! Show your pride!

SET A HIGH, REASONABLE GOAL. You are the best judge of how to set the suggested contribution for people attending your party. If you think that the people on your guest list can afford \$200 a person for an entrance fee, do not list the fee as \$100 "to be polite." If there are people from many economic backgrounds at your party, set up tiers: the lowest contribution is \$25, then \$50 and \$100 donations. The well-done, average party can raise \$1,000, i.e. 40 people at \$25 each.

THE ENTHUSIASTIC "ASK". The only good way to raise money is to ask for it. Often at events, there will be three asks. One will be the donation at the door, another from a guest speaker and a third contribution request from the host. You should be honest and, most of all, specific when asking for donations. How much are you asking for? Why? What is this money supporting? If someone cannot make the suggested contribution, or cannot make any monetary contribution at all, invite him or her to sign up for KCAVP's volunteer crew.

TELL THEM YOUR STORY. Why are you involved with this house party? Why do you think it is important that we address LGBT violence? Are you a first-time house partier? Long-time activist? People want to feel connected to this movement if they do not already feel that way. They will connect through you and your story to the wider goals of your house party and its place in ending LGBT violence.

IDENTIFY THEIR STORIES. What is most important to your guests? Have they or someone they know personally experienced LGBT violence or bias? Consider going around the room and allowing guests to respond to that question in order to generate discussion. Do not tell people "about" their own lives and how they will all be affected if they feel they haven't, but rather let them understand what others who could be like them could be affected. The best spokespeople show their passion about the cause. Find a way to give them an outlet at your party!

WHEN POSSIBLE, TALK ONE-ON-ONE. This is the most effective way of soliciting donations, especially from large donors. Make a personal connection ("how are the kids?") and then make your case ("LGBT domestic violence happens one in four of all relationships. Sexual assault happens to one in seven men and one in three women. Where would you go if you had LGBT violence happen?"). When talking face-to-face, politely make your "ask" for a specific amount and for a specific reason and then stop talking. **The donor should always be the first to break the silence.** If the answer is a definite "no," that's okay. If the answer is an uncertain-sounding "no," ask how you can provide further information or assistance in making a decision.

GRACIOUSLY AND HONESTLY THANK PEOPLE FOR THEIR CONTRIBUTIONS. The best part of this is that donors will often be the people thanking **YOU** for your time, energy and hospitality in support of this fight. And you know what? They'll be right to do so!

KEEP THESE PARTIES GOING. In order for KCAVP's house party program to be successful, we've got to identify people who will host parties in the future. As a host, we ask for your commitment to identify at least three (3) people at your party who will host future parties – ideally within the next few months. You might approach each one-on-one or pull a small group of guests to the side of your party before the program and/or speakers begin. As always, be enthusiastic and it will spread into your future hosts.

TIPS

- Pay special attention to your registration table. Ensure that there is enough room for people to make donations, fill our donation form, make a name tag, take literature, etc.
- Help guests to feel comfortable with each other. Introduce people to each other. Get small discussion groups started and add guests to these groups as they arrive. Start conversations between people by asking, "Why did you come here tonight?"
- If you are uncomfortable speaking in public and doing the "ask" portion of the evening, rely on a co-host or other fair-minded KCAVP supporter.
- Make a fundraising schedule and write it down. How much can you raise before the party? How much will you receive at the door? Who are your "low hanging fruit" – that is, the most easily accessible donors who you are sure will contribute something?
- Have lots of blank donation forms ready.
- Know what you're talking about. Review all material included in this kit, read any articles you can get your hands and visit the KCAVP Web site at www.kcavp.org for additional information.
- Track donor progress – make a big sheet that you constantly update during the party, showing the progress toward the goal. List the top three donors to get them in competition with each other for "who can raise the most money."

Sample Agenda & Fundraising Script

WHAT EXACTLY HAPPENS AT A HOUSE PARTY? Parties usually work best in a two-hour time slot, in the evenings during the week or the daytime on the weekends. Times can be adjusted according to your own needs, the plan for your party and your guests.

Here's a sample agenda (based on a 7:00 – 9:00 PM party):

- 7:00 Guests Arrive & Sign In
 Host Starts Recruiting Three People to Host Future Parties
 Meet/Greet/Socialize

- 7:30 Host Welcomes Guests & Attendees
 Host Introduces KCAVP Representative (if present)
 Host Gives Personal Story/Why LGBT anti-violence is Important to Them
 Host Introduces Speaker

- 7:40 Speaker Talks about the Amendment
 Speaker Stresses Importance of KCAVP's Work
 Speaker Makes the 1st Ask for Donations

Script for 1st ASK: “The Kansas City Anti-Violence Project was started in 2003 with a vision: to end domestic violence, sexual assault, and hate crimes in the lesbian, gay, bisexual, and transgender community. There is no organization like KCAVP in Missouri, Kansas, Iowa, or Nebraska providing direct service to those who need it most—LGBT victims of violence.

KCAVP is grassroots in nature and was founded by one person in the living room of his home with three founding board members in 2003. Today, KCAVP has four full time staff members, a board of directors, and 25 volunteers. Most importantly, KCAVP has helped over 630 people.

However, the current environment for nonprofits in general and LGBT organizations is tough to say the least. Funding for LGBT organizations has dramatically shrunk. Additionally, being in the Midwest and being LGBT, support to continue must come from those who we support and who care about what we do. We need to raise \$20,000 from people like you this year.

Your support at this House party will be critical to getting us to that point. Our house party goal is to raise \$_____. With the donations received at the door tonight, we have raised \$_____. Who here is willing to make an additional donation to help us reach our goal?”

- 7:50 Host Thanks Three People Hosting Future Parties
 Host Offers Ways to Help (volunteering)
 Host Makes 2nd Ask for House party Hosts

Script for 2nd ASK: “As [speaker] mentioned earlier, we can defeat ban, and house parties such as this one are going to play a significant role in educating our community and raising money to help KCAVP continue to provide services.

In addition to our fundraising goal, we have a goal of identifying at least three other house party hosts tonight. I want to thank [mention names of people who agreed to host future parties] for already agreeing to host future parties. But it would be great if we could add to that group. Don't worry, hosting is easy. KCAVP has a great “House Party Kit” and even provides support in coordinating the event. You can have people over for coffee, a BBQ, or cocktails – whatever works best for you. “Who here will offer to host a house party?” [Write down names, contact information and pass along to Beth Savitzky by calling 816-561-0550 or via e-mail at beth@kcavp.org]

8:00 Thank You and More Socializing

9:00 Your Inspired and Energized Guests Leave

Ultimately, the agenda is up to you! Just remember to keep your goals in mind: raise money, raise hands for volunteering and raise awareness. Plan the party that is best for you, and you will feel more confident, comfortable and more able to be a good host.

Important Information

HOW TO MAKE DONATIONS. All donations from these events should be made payable to “KCAVP” or “Kansas City Anti-Violence Project.” Please note that these gifts are tax-deductible, however, we need to have their name, address, telephone number, and e-mail address to send them an acknowledgement. It is preferred for gifts to be made by check, although we can accept Visa, MasterCard and American Express and cash. Please do not mail cash. Please call Beth Savitzky, executive director to make arrangements for cash.

SENDING CONTRIBUTIONS FROM YOUR PARTY. Include the following with your package when you mail or drop off your party’s contributions to KCAVP:

1. Your contact information (name, address, phone number, e-mail address);
2. The address and date of the party;
3. The total amount collected;
4. Check, credit card, and cash contribution forms and in-kind donation forms;
5. Each person’s individual donation form;
6. The sign-in sheets from the party; and
7. A copy of your original guest list, with or without addresses. (Having this list on hand helps the KCAVP staff match up contributions that may come to the office via the mail. We want to be able to apply those donations to your house party total.)

IN-KIND DONATIONS. If you spend any money on this house party, it is considered an in-kind donation, and should be reported on the In-Kind Donation Form included in this kit. If you purchase goods or services specifically for this party, please fill out the details of the “Vendor Name” section at the bottom of the Receipt. If goods or services are donated by vendors, please ask whether they would like a receipt for their in-kind donations as well. Note that donations to KCAVP are tax-deductible.

CONTACT US WITH QUESTIONS! Reasons you should contact KCAVP for more information:

- Hosting a joint fundraiser to benefit KCAVP and another group/person
- Spending lots of money
- Paying for caterers and waiters
- Advertising your party in any public forum
- If the press wants to attend your party in an official capacity

If you don’t know, ask us! We’re always happy to help!

THE GIST OF ALL THIS? We want you to maximize education and money by staying low-stress. Simply have a party in your home, invite some friends, talk about an extremely important issue and collect donations. If you’re thinking of doing something more elaborate than this, please get in touch with KCAVP.

Planning Checklist

BEFORE THE PARTY

- Register your party with KCAVP by contacting Beth Savitzky by calling 816-561-0550 or via e-mail at beth@kcavp.org with your name, date and location of the party. Please also specify your fundraising goal.
- Read through KCAVP's "House party Kit" carefully.
- Decide if you'd like to arrange for a trained speaker to attend your event and contact Beth Savitzky with that request.
- Choose the type of party you will host.
- Make a guest list – invite everyone! Ask guests to invite their friends.
- Settle on a suggested donation for your guests. As with everything else, think big, but be reasonable. Get in touch with KCAVP for help setting this amount if you need suggestions.
- Design and mail invitations. Please mail a copy of the invitation to Beth Savitzky.
- Make follow-up phone calls and collect early contributions the week before the party. Use these follow-up calls to make your RSVP list.

AT AND DURING THE PARTY

- Set up a registration table at the door. Have a greeter or two to work the table during the evening and collect all donations. Be sure to include the following at the table:
 - ✓ Sign-in sheet
 - ✓ Donation form for each attendee (make copies of the sheet in this packet)
 - ✓ Literature about KCAVP (obtained from KCAVP)
 - ✓ Envelopes on hand to collect checks
 - ✓ Name tags
 - ✓ Extra pens
 - ✓ Blank extra donation forms for people who arrive unexpectedly
 - ✓ Clipboards
- Ask for contributions during the "program" part of the party and on a one-on-one level.
- Publicly identify three people who will host separate house parties within the next month. **Encourage all guests to host house parties in coming months!**
- Have a great time and enjoy yourself! You are making a huge difference in this fight!

AFTER THE PARTY

- Review the registration sheets. Ensure that you have contact information for all donors so we can thank them and recognize them properly.
- The event does not end until all contributions are collected! Follow up on **every** promised contribution daily until they arrive.

- Mail or drop off donations and sign-in sheets to KCAVP within two days after your party. Fasten each donation to the appropriate donation form with a paper clip (no staples please). Include the following with you package: your contact information (name, address, phone number, e-mail address); the address and date of the party; the total amount collected; check and cash contribution forms and in-kind donation forms; each person's individual donation form; and the sign-in sheets from the party; and copy of your original guest list, with or without addresses. (Having this list on hand helps the KCAVP staff match up contributions that may come to the office via the mail. We want to be able to apply those donations to your house party total.)
- Thank all guests for attending. This is very important! Everyone's contribution is very important to KCAVP so we must thank every person promptly!
- Pat yourself on the back. You have done a fantastic job!

TIPS

- If you are planning on using technology at your House party, i.e. a DVD player or calling into a conference call that KCAVP has set up, do a dry run-through with it before your party starts. Ensure that there are no difficulties.
- If you are hosting a big party with a host committee, assign each member of the committee a different task for the night. Someone can set up and find volunteers for the registration area, someone can deal with the food, another person deal with the drinks, and so forth.
- Put some serious thought into your registration area. Set up multiple tables if need be, or have guests use clipboards to fill out the donation forms. Set up your area cleverly to ensure no one will get through the registration area without paying and registering with your volunteers!
- If you've received contributions in advance, use something to "track" them for your guests, like a thermometer graphic that displays your goal for the party as well as how far you've already come.
- Train your registration volunteers very carefully with regards to the suggested donation, the Donor Record sheet, and the relevant pages of the "Important Information" page found in this guide. Close attention at the table will help you avoid any hassles in the future!
- Borrow things you do not have. Have guests bring the things you need for success. KCAVP is unfortunately unable to provide any funds for your party.

Frequently Asked Questions

HOW CAN I LIVE UP MY HOUSE PARTY?

- Look for newspaper articles supporting KCAVP's message. Make copies to pass out to guests or make giant poster-sized versions of the articles to hang up at the party.
- Make a tracking sheet, i.e. thermometer, as your party gets closer and closer to its goal, fill up the thermometer; guests will want to help you meet your goals when they can see their progress!
- Have party games on hand or make your own.

CAN I HAVE A SUCCESSFUL HOUSE PARTY ON A LIMITED BUDGET? YES! Perhaps the most successful House Parties are on tight budgets. We want to show donors that their money is not going to parties, but rather to helping an organization end LGBT violence and help their fellow LGBT citizens. The food can be as simple as chips and dip, coffee and cookies or pasta and sauce. Keeping things casual and simple will take the pressure off of you (perhaps giving you more time with invitation efforts!) and will be fun for your guests. Using disposable plates and cups is easy and cheap and so is pre-packaged food. Host the party with which you feel more comfortable.

WHERE DO I SEND THE MONEY AND CONTRIBUTION FORMS?

Kansas City Anti-Violence Project
PO Box 411211
Kansas City, MO 64141-1211

Please send or deliver all contributions within 48 hours of the event. Make sure you send the sign-in sheet, check, cash and kind-in contribution forms to this address along with the donations. Remember, people can also donate via Visa, MasterCard or American Express through our Web site www.kcavp.org.

WHAT IF SOMEONE ATTENDING MY PARTY ASKS A QUESTION I CAN'T ANSWER? There will no doubt be questions you may not be able to answer. Tell the person you don't know, but will find out. Then write the question down and include it, with the person's name and contact information, with everything else you're sending back to KCAVP. Someone from KCAVP will respond with the answer.