SPECIAL HOPE NETWORK

HOUSE PARTY TOOLKIT

“You can throw your own fundraiser with a House Party! Maximize your impact by bringing your friends, family, neighborhood, or coworkers together to eat, drink, and donate.”

OUR MISSION:
Special Hope Network exists to bring glory to God by creating a world where all kids are valued. We impact communities by improving care for kids with intellectual disabilities. This starts by equipping families and caregivers to provide these children with a loving home, holistic health care, and exceptional education and therapies.

THANK YOU!

Volunteering to host a house party allows guests to see old friends, meet new people, and network over food and drinks, providing a cordial atmosphere to make a friendly fundraising pitch.

If a representative from Special Hope is able to attend, we can deliver a brief presentation in person or over Zoom, but if not, you (or a friend) will need to be familiar enough with the mission and history of Special Hope to deliver such a presentation. Not to worry! We can walk you through what to say and what to present. This kit provides you with information in a straightforward way so that you can focus on making sure your guests have a wonderful experience.

Your hands-on support makes it possible for us to continue this great and necessary work. Thank you for helping us to create a world for children with intellectual disabilities!

WHAT IS A HOUSE PARTY?

House parties are a quick and easy way to raise awareness and/or funds for Special Hope Network. It doesn't even have to be in your house to be a house party. Have brunch at your favorite restaurant, a picnic at a park, or coffee at your neighborhood cafe.

Invite folks to attend, tell them about why you care about the work Special Hope is doing for children with intellectual disabilities, have Special Hope staff or board members come and speak with your guests and answer any questions, and leave them with an easy way to donate or get involved.

Whatever type of gathering you choose to host, make it unique to you and your guests. You know them better than anyone else, so shape your party to what will best resonate with them.

WHERE DO I START?

First thing you should do once you've decided to host a fundraiser is email info@specialhopenetwork.org and give us a heads up. It helps us to know a little about your event (the date, location, etc.). This way we can add your event to our prayer calendar and help you with additional event details.

THIS TOOLKIT INCLUDES:

- **FAQ to guide you in your party planning**
- **Sign in sheets so we can reach out to guests who want to know more**
- **Party checklist that covers everything you'll need to host a great event**
- **Sample email invite for you to personalize**
- **Completely customizable sample party agenda**
- **Sample thank you email with next steps for your guests to stay involved**

THANKS FOR SUPPORTING SPECIAL HOPE NETWORK!

FAQS

Q: ***What kind of party should I host?***
A: That's totally up to you! You know what would be most fun for your friends. Are they more sit down dinner folks or more for backyard barbecue Tea party, park play date, or even a game night. Some people like to host house parties as part of another celebration such as a birthday or anniversary. It doesn't have to be fancy - light refreshments are great, the less work you take on as a party planner, the more you can focus on the mission of your event.

Q: ***I don't know Special Hope's work inside and out. Should I still host?***
A: Absolutely! We are here to support you and give you any info and materials you need. Remember: the best way to be an advocate is to share how your own experiences connect to the mission of Special Hope and what inspired you to take action.

Q: ***What's the best way to promote my event?***
A: If you choose to send your invite through an online platform there will likely be some built-in features that make it easy to remind and communicate with your guests. Take advantage of social media to spread the word, and ask each guest to bring a friend or two along. Expand your guest list even further by co-hosting with a friend or colleague - bonus points if you don't have overlapping social circles.

Q: ***How should my guests and I make donations?***
A: Great question! We've made it simple for you to collect donations from your guests using one (or more) of these options:

1. Ask your guests to donate online at specialhopenetwork.org. They can donate before or after the event, or even during the party on their phone. Guests you invited that cannot make it to the party can make a donation online as well.
2. Collect cash donations during your event and then donate online after the event. With this option, your guests will not receive a donation receipt.
3. For folks who bring their checkbooks or would like to use their debit/credit card, use the donation envelope provided by Special Hope for them to complete. To make it easy for your guests, collect the envelopes and checks and mail them to: Special Hope Network PO Box 50543 Bellevue, WA 98015

Q: ***Can you send a speaker to my event?***
A: We will do our best to provide a speaker that makes sense for your event as schedules allow. Be sure to request a speaker as early as possible. If we cannot send someone, we will be sure to mail you a packet of supplies including information about Special Hope, donation forms, and marketing materials.

Q: ***Are my guests going to get tax receipts for their donations?***
A: For gifts made to Special Hope, we always send an acknowledgment. If your guest does not make a gift, they won't receive a tax receipt or acknowledgment.

START TO FINISH CHECKLIST

6 to 8 weeks out

- ☐ Decide on your location, date and time. If you can't have the party at your home, consider local businesses or community centers that might be willing to host.
- ☐ Set a fundraising goal. People will be more motivated to donate during your party if the finish line is in sight and they can help you cross it. Special Hope Network staff can help you set a goal.
- ☐ Email info@specialhopenetwork.org with the date, location, and a few details about your event. We will check to see if staff are available to come speak at your event and let you know.
- ☐ Create your invite list – not everyone will be able to make it so don't be afraid to invite over your preferred amount.
- ☐ Send your invites out. Email, Facebook, e-vite, or old fashioned mailed invites all work great. Go with what's easiest for you and your guests.

3 weeks out

- ☐ Plan your menu and create your shopping list. You are welcome to hire caterers if you prefer but a super basic set up with fruit, cheese and crackers works just as well.
- ☐ Follow up with anyone who hasn't responded yet. A quick phone call or text to check in is a nice touch. If it turns out they can't make it, ask if they'd be willing to donate anyway and send them a link to the Special Hope donation page.
- ☐ You should receive your packet of supplies from Special Hope if staff will not be attending the event. This includes donation envelopes, and marketing materials.

1 week out

- ☐ Do the shopping for any food, drinks, serving dishes, and decor you may need.
- ☐ Send an update to your confirmed guests on where to park, and how to find you if you are meeting up at a park or restaurant.

The big day

- ☐ Prepare your space, food, and drinks, don't forget to make space for people to mingle and sit.
- ☐ Greet your guests with a smile, and have fun!
- ☐ Help us collect your guests' information. Ask them to put their name, address, and email on the sign in sheet. This will allow them to receive email updates to stay connected with us.
- ☐ Guests can write checks, use cash or credit card by filling out the donation envelopes or can use the donate option on our website at www.specialhopenetwork.org to process credit cards.

Post Party

- ☐ Send a personalized thank you to your guests. Special Hope can provide you with branded, blank note cards if you'd like to use those.
- ☐ Let us know how it went! Email us with any information you learned from your guests, your total amount raised and all the exciting details. We want to celebrate with you!
- ☐ If you received cash donations, donate the value of what you collected online at specialhopenetwork.org. Send checks, envelopes and credit card payments to: Special Hope Network PO Box 50543, Bellevue, WA 98015

SAMPLE PARTY AGENDA

Adjust the agenda as needed for your unique party and guests.

6-6:30 PM
Greet your guests and ask them to sign in using the sign in sheet provided in this packet. Give your guests time to socialize over drinks. Briefly welcome your guests and remind them that the evening's event is a fundraiser for Special Hope Network. Let them know you'll be sharing more in a bit, and encourage them to get to know one another and have fun!

6:40-7:15PM
More mingling, plus food or passed appetizers. Now's the time for a quick icebreaker, introductions, or game if that's your style. Grab your guests' attention and share with them your reason for hosting an event to raise money/awareness for Special Hope. A personal story about your connection to the cause, focusing on one or two of the issues most important to you, is a really effective way to get started.

7:15-7:45PM
If there is a Special Hope staff member in attendance you can introduce them to your guests and they will speak for a set amount of time, with time for questions. If you are running the event without a Special Hope staff member, this is a great time to do trivia time with your guests and then show them our Community Care Center tour video. Finally, ask your guests to donate. Pass out donation forms and pens. Make sure they know it's not required but that it's very much appreciated.

7:40 AND ON
Have a great time bonding over your shared passion for caring for children with intellectual disabilities and discussing next steps.

ICE BREAKER AND TRIVIA TIME QUESTIONS (OPTIONAL)

ICE BREAKER

If you need an idea for an icebreaker, here are some questions you can use. You can write or print these on cards and have them at each table or ask them to the whole group from the front. The idea is to get people talking and comfortable.

- What's one place you have no interest in traveling to?
- If you could time travel, would you go back in time to meet your ancestors, or forward in time to meet your descendants?
- Have you ever won a contest?
- What's the strangest gift you've ever received?
- What song or jingle always gets stuck in your head?
- What's your favorite useless fact?
- What was your dream job as a child?
- What's the most embarrassing fashion trend you participated in?
- What big problem do you think technology will solve next?
- What slang word you are happiest went out of style?
- What's your favorite holiday tradition?

TRIVIA TIME

You can use this as a way to lead into the more formal part of the programming. You can even give a prize to the winner if you want to.

Where is Zambia?

Answer: Sub-Saharan Africa

Who can name at least 4 of the countries that touch Zambia?

Answers: Democratic Republic of Congo, Tanzania, Malawi, Mozambique, Zimbabwe, Botswana, Namibia and Angola

What is the number one export from Zambia?

Answer: Copper

What is in Zambia that is known as one of the wonders of the world?

Answer: Victoria Falls

What is the largest minority group in the world?

Answer: people with disabilities, physical and/or intellectual.

What percentage of the world's population?

Answer: 15%, around 1.2 billion people.

When was the first disability act in the US? Bonus if you can name the second.

Answer: Rehabilitation Act of 1973. Bonus Answer, American Disability Act of 1990

What is the percentage of countries in the world that have laws protecting those with disabilities? A – 65%, B – 55%, C – 45%, D – 35%

Answer: C – 45%

Special Hope Network opened a new Community Care Center February 1st, 2023. How long was it before the center filled all 65 slots for a child with an intellectual disability? A – 3 months, B – 1 month, C – 1 week, D – 1 day

Answer: D – 1 day, in fact on opening day we had 72 children with intellectual disabilities signed up. We had to process which ones were higher need and which ones could go into our daily living skills program on Thursdays.

SIGN UP SHEET

Sign up to stay connected with Special Hope events and updates.

NAME	EMAIL	PHONE	ADDRESS

EMAIL INVITATION AND THANK YOU TEMPLATES

Adjust these templates as needed to include any necessary specific details about your party.

New Message

Subject: You're invited: House Party in Support of Special Hope Network

Dear (Name),
Please join me for a party to raise money for Special Hope Network. For the past 12 years, Special Hope has been providing support and education for children with intellectual disabilities in Lusaka Zambia.

When: (Month,) (Day,) (Year,) and (Time).
Where: (Your address and directions if you think your guests need them.)
Refreshments will be served. Dress is casual!

You can donate now at specialhopenetwork.org. You'll also have the option to contribute to Special Hope at the party by making a check, cash, or online donation. You'll be supporting Special Hope...

Please RSVP by (Month,) (day). If you're unable to make it but would like to show your support, donate online at specialhopenetwork.org.

Hope to see you there!
(your name)

New Message

Subject: Thanks for supporting Special Hope Network

Dear (Name),
Thank you for attending my house party in support of Special Hope Network. Thanks to your generous support, we were able to raise a total of $_____!

A few of you have asked me how you can stay involved, so here are some suggestions:

- Follow Special Hope on Facebook or Instagram so that you can see what's coming next and share with your friends.
- Consider becoming a monthly donor to sustain the work of Special Hope

Thanks again for being part of creating a world for children with intellectual disabilities.
Sincerely,
(your name)