

# Rape Victim Advocates HOUSE PARTY MANUAL

## HISTORY AND PURPOSE

Over the years, volunteers have “hosted” many different types of house, office or other gatherings on behalf of Rape Victim Advocates (RVA). House parties are important and FUN ways to present RVA on a more personal, one-on-one level and to bring those who attend into our volunteer and fundraising efforts. These events educate people on the critical need for an organization such as RVA; they introduce new constituencies to RVA; and, most importantly, attract new donors to RVA. They are a great excuse to have a party and give your friends and colleagues an opportunity to get involved in all of the great work that you do.

## EVENT STRUCTURE

Each house party is unique in its design. They can take the form of breakfast, lunches, cocktail receptions, dinners or desserts.

All gatherings must include two critical elements: they must offer an overview and information about RVA, and they must include a direct fundraising “ask.” This is crucial, because the intent of the gathering is to both educate people about RVA and motivate them to become contributors to our organization.

## HOUSE HOST RESPONSIBILITIES

- Agree to open your home or another venue to RVA supporters.
- Arrange and pay for the costs of refreshments and/or catering at your own expense.
- Invite 2-3 times more people than you expect or want at the event.
- Ask participants to sign in with their name, address, e-mail and phone number – make sure that RVA gets this list of names and addresses immediately after the party.
- At the event, you open the presentation with welcoming attendees and telling why you financially support RVA and why they should support RVA.
- Make sure that all the contributions get back to RVA ASAP.
- Send thank you notes or make a thank you call to friends of yours who contribute after event (RVA sends a thank you note when each and every gift comes in).

## RVA RESPONSIBILITIES

- Provide staff member and/or Board member as the hosts’ contact to assist host with the above and to support the host prior to and at the event.
- Help host advertise and publicize the event.
- Arrange for speakers, RVA Board member or volunteers to be present, and work with them on their speeches.
- Provide RVA information, brochures and contact information.
- Add guest list to RVA mailing list.
- Notify host when guest has made a gift to RVA.
- Send thank you to donors.

House Parties are a fun and interesting way to let your friends, family, neighbors, business associates, and everyone else know about the amazing work of RVA and why it is important to you.