



# HOUSE PARTY TOOLKIT

There are many ways to support the work of Voices for Children. You can donate, follow us on Facebook, or share our emails with your friends and family.

**Still looking for more ways to help?** One way to maximize your impact is to bring your friends and family together to eat, drink, and donate by hosting your own Voices for Children house party!

## WHAT'S A VOICES FOR CHILDREN HOUSE PARTY?

It's simple: invite your friends over, tell them about Voices for Children and why it's important to you, and give them an easy way to donate, all while enjoying a fun evening with your friends.

## WHERE DO I START?

First things first: if you plan to hold a fundraising house party, email [jenniferr@speakupnow.org](mailto:jenniferr@speakupnow.org) so that we can support you along the way and send a staff member to attend your party. Let us know a little about your event, such as the date, time, and location. Then, use this toolkit to make planning a breeze.

Your toolkit includes:

- **Party checklist** that covers everything you'll need to host a great event
- **Sample party agenda**, though we encourage you to personalize it
- **FAQ** to guide you in your party planning
- **Sign-in sheets** so guests who want more info can stay informed
- **Printable donation form** for guests who want to make their donations by check
- **Sample email invite** for you to customize and add your voice
- **Sample thank you email** with handy links for your friends to stay involved
- **VFC as a partner**, who can help you tell your story and share information

**Now all you need to do is set a date.  
Thank you for speaking up for a child!**

# Start-to-Finish House Party Checklist

## Supplies

- Food
- Beverages
- A TV or computer monitor with an internet connection if you plan to show videos
- Speakers for the videos or music
- Handouts with a quick history of VFC
- Gift envelopes
- Donation forms

## Three to Four Weeks Out

- Decide on your location, date, and time. If you can't host at your place, consider local businesses or community centers that might be willing to open their doors for a good cause (and maybe even contribute some refreshments or snacks).
- Set a fundraising goal; we can help you with this part! People will be motivated to donate during your party if a finish line is in sight and they know they can help you cross it.
- Choose how you'll collect donations (see FAQ for suggestions). Online fundraising platforms like [Facebook](#) or Crowdrise make it easy to dedicate your event to Voices for Children. This allows your guests to donate before, during, or after the event; plus, your campaign will have the potential to reach more through social media shares. If you go this route, now is the time to set up that page.
- Email [jenniferr@speakupnow.org](mailto:jenniferr@speakupnow.org) with the date, the location, and a few details about your event.
- Create your invitation list — not everyone will be able to make it, so don't be afraid to invite a crowd!
- Send your invites. Email, e-invitation, or mailed physical invites all work; go with what would work best for you and your guests.

## Two Weeks Out

- Plan your menu and create a shopping list. If you're cooking to impress, you may want to recruit some day-of kitchen assistance.
- Follow up with anyone who hasn't responded yet. A quick phone call adds a nice, personal touch. If they cannot make it, ask if they'd consider donating to VFC anyway.

## Week Of

- Visit the grocery store for any food, drinks, recyclable utensils, and/or any party decorations you may need.
- If you think things might get noisy or are worried about parking, give your neighbors a heads up! Better yet—invite them.
- Print your donation forms and any other resources you want to hand out at the party.
- Send a reminder email to those who RSVP'd yes and tell them to get excited!

## Day Before

- If hosting at your home, ensure your guests will be comfortable by cleaning all visible areas.
- If there's food preparation you can do ahead of time, go for it.
- Test out your music playlist and video setup.

## The Big Day

- Finish setting up any food or drink preparation.
- Rearrange the furniture if needed so people have a place to mingle.
- Greet your guests with a smile and have fun!

## Post Party

- Show some appreciation with a personal thank you email, or handwritten card, to guests.
- Enter the info from your printed sign-in sheet into our [online sign-in form](#) so that your guests who want updates from VFC can stay informed.
- If you collected cash, donate it online to VFC using our secure online donation platform. Or, use the envelopes provided to mail any paper checks you collected to:

**Voices for Children — House Party**  
**P.O. Box 7219**  
**Riverside, CA 92513**

# Sample Party Agenda



**6-6:30 pm**

Greet your guests and ask them to sign in using the sign-in sheet provided. Give your guests time to socialize over drinks.

**6:30-6:35 pm**

Briefly welcome your guests and remind them that the evening's event is a fundraiser for Voices for Children. Let them know you'll be sharing more in a bit, and encourage them to get to know one another and have fun!

**6:35-7:30 pm**

More mingling, plus food or passed appetizers. Now's the time for a game or group icebreaker, if that's your style.

**7:30-7:45 pm**

Grab your guest's attention and share with them your reason for hosting an event to raise funds for Voices for Children. A personal story about your connection to VFC, focusing on one or two reasons why it is important to you, is a really effective way to share your message.

If it makes sense in your space, consider showing a brief VFC video, or download and pass around any handouts. See the resources section of this toolkit for more ideas.

If there are others in attendance who have a strong connection to Voices for Children's mission, you may want to ask them (ahead of time) if they'd like to share a few words as well.

Finally, ask your guests to join you in making a donation. Pass out donation forms and, if possible, provide a way for your guests to make donations online in the moment. Make sure they know it's not required but that it's very much appreciated.

**7:45 pm and on**

Have a good time bonding over your shared passion for children in foster care!

# Frequently Asked Questions



**Q: What kind of party should I host?**

**A:** That's up to you! You know what would be most fun for your friends. Are they more sit-down dinner or backyard barbeque? Tea party or pool party? Perhaps your crowd would be interested in a potluck. No need to get fancy — light refreshments are fine, and the less work you take on as party planner, the more you can focus on the mission of your event.

**Q: I don't know Voices for Children's work inside and out. Can I still host an event?**

**A:** Absolutely! Use the resources included in this toolkit to get familiar, or simply share them directly with your friends and family. A staff member from Voices for Children will attend your party and can answer questions. Remember: the best way to be an ambassador is to share how your own experiences connect to VFC's mission 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. If your event is open to anyone, take advantage of social media to spread the word, and ask each guest to invite a friend or two. Expand your reach 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 our donations?**

**A:** Great question. We've made it simple for you to collect donations from your guests using one (or more, or all) of these options:

1. Ask your guests to [give online to Voices for Children](#). They can donate before or after the event, or even during the party from their phones.
2. Collect cash donations during your event and then [donate online to Voices for Children](#).
3. For guests who bring their checkbooks, print the donation form included in this toolkit and have them fill it out. To make it easy for your guests, collect the forms and checks and mail them to:

**Voices for Children — House Party**  
**P.O. Box 7219**  
**Riverside, CA 92513**

4. Start a campaign for Voices for Children through Facebook or Crowdrise. Include the link in your invite and ask your guests to share it with their networks to raise awareness and build momentum.

**Q: Can you send a Voices for Children staff member to my event?**

**A:** Absolutely! Let's coordinate a date and one of our team members will be glad to attend and share a success story or two.

**Q: Are my guests going to receive tax receipts for their donations?**

**A:** No matter if your guests made a gift directly to Voices for Children (through cash, checks, or online) or through a third-party platform (Facebook or CrowdRise only), they will receive a tax receipt of their donation that meets IRS requirements.

# Voices for Children Resources

## **VFC Website**

The best way to learn more about Voices for Children is by exploring our website.

[www.speakupnow.org](http://www.speakupnow.org)

## **Volunteer with VFC Flyer**

Print out our flyer for your guests to take home. It includes a special QR code they can scan to learn more information about becoming a CASA volunteer.

[Download the flyer](#)

## **VFC Online Store - Coming Soon!**

From water bottles to t-shirts, our online store carries a wide selection of branded products that will help you show your support for Voices for Children. Consider purchasing mugs or glass-blown starfish as party favors!

[www.shop.speakupnow.org](http://www.shop.speakupnow.org)

## **Dear CASA (Video)**

Youth in foster care gives his CASA volunteer the surprise of a lifetime. Show this heart-warming video to your guests and there won't be a dry eye in the room.

[Watch the video](#)

## **Why Voices for Children (Video)**

Voices for Children supporters share why they believe in the mission of the organization and its CASA program.

[Watch the video](#)

## **Meet The Community**

Here you can read real stories of the impact CASAs have had in the lives of their case children.

[Read the stories](#)



# Donation Form

Contributions to Voices for Children are tax deductible.

<i>First Name</i>	<i>Street Address</i>	<i>Email Address</i>	<i>Donation Amount</i>	<i>Notes:</i>
<i>Last Name</i>	<i>City, State, Zip</i>	<i>Phone Number</i>	<i>Method</i>	
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**Host Name:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Party Date:** \_\_\_ / \_\_\_ / \_\_\_ **Total Amt. Enclosed:** \$ \_\_\_\_\_

\_\_\_\_\_

# Sample Email Invite

Tweak this template to include a few specific details about your party, such as whether guests should expect a meal or just snacks, and include a note about attire if you'd like. If you're fundraising via Facebook or Crowdrise, be sure to include the link to your fundraising page.

Subject Line:

You're Invited: House Party in Support of Voices for Children!

Dear [Name],

Please join me for a party to raise awareness and funds for the nonprofit Voices for Children. Thousands of children in our area have been removed from their homes due to abuse and neglect. They need us to speak up for them, so let's get together and help!

When: [MM/DD/YY] at [Time of Event]

Where: [Address of party and directions if you think guests might need them.]

Refreshments will be served. Dress is casual!

You can donate now to Voices for Children. You'll also have the option to contribute to Voices for Children at the party by check, cash, or online donation. You'll be supporting Voices for Children's efforts to provide children in foster care with their very own Court Appointed Special Advocate (CASA) volunteer who will ensure that children's needs are being met. You can learn more about Voices for Children's CASA program by [visiting their website](#).

Please RSVP by [MM/DD]. If you're unable to make it but would like to show your support, consider making a donation online.

Hope to see you there!

[Your Name]



# Sample Thank You Email

Personalize this template by adding a fun memory or joke from the party. Consider including Voices for Children's website so your friends can learn more and get involved!

Subject Line:

Thanks for your support of Voices for Children!

Dear [Name],

Thank you for attending my house party in support of Voices for Children. Thanks to your generous support, we were able to raise a total of \$[Dollar Amount]!

Now more than ever, we need people who are committed to speaking up for children who have been abused and neglected. A few of you have asked me how you can stay involved, so here are a few suggestions:

- Follow Voices for Children on [Facebook](#) and [Twitter](#) so that you can share and retweet their posts.
- Consider becoming a monthly donor to sustain Voices for Children's work now and for years to come. You can make a secure, online donation at [speakupnow.org](http://speakupnow.org).
- Considering hosting a house party of your own in support of Voices for Children.
- Learn how you can directly support a foster child by becoming a CASA volunteer. Sign up to attend a volunteer Information Session at [speakupnow.org/volunteer](http://speakupnow.org/volunteer).

**Thanks again for standing up for the vulnerable children in our community.**

Sincerely,

[Your Name]