



IN THE FIELD

Ministries

Proverbs 22:2

HOUSE PARTY KIT

Thank you for hosting an ITFM house party to show ways to help leaders & children in rural Uganda. We hope you're as excited as we are about this fun way to share the Practical Solutions of ITFM and bring hope to needy villages.

Our House Party Kit will provide you with all the information you will need to guide you through hosting a successful event, whether large or small, fancy or casual. Our goal is to provide you with tools to make your party planning easy and the support to make your party an educational and fundraising success. As a back up, we've developed a lot of supporting materials below, but feel free to **“wing it”** and hold a party that works best for you. Have fun!

House Party Kit Contains:

- DVD (running time 13 minutes)
- Take action sheet
- Brochures
- Sign in sheet
- Instructions for Visual Aid Experience
- Wrap up form

FYI:

- Sample invitations
- Sample agendas
- Party ideas
- Step by step party planner
- Time line

FOR MORE INFORMATION, PLEASE CONTACT:

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SAMPLE INVITATIONS

This can be as simple as a text email, a phone call, or written in a card. www.evite.com has free online invitations that are also a great way to invite your friends.

Dear Friend,

We hope you will join us for dinner/dessert, etc. on *[Event Date]* to learn about an important organization making a difference in remote villages of Uganda. **In The Field Ministries** is working to end the cycle of poverty by providing practical assistance to non-profits who are educating the poor. Some of **ITFM**'s successes include:

Drilling water wells to provide clean water for the school and entire village.

Providing school supplies for eager students and teachers.

Building a permanent elementary school to replace failing mud structures.

We think you will have a wonderful time and look forward to seeing you:

Date and Time: March 28, 1997; 7:00 - 9:00 pm

Place: 1024 Eagle St., Apt. 4-B; Springfield

RSVP: Give me a call at 111-1111.

Drop by for dessert and please bring your checkbook with you. We think you will be as impressed as we are.

Sincerely, You

You are invited to a cocktail party in honor of **In The Field Ministries**
at my home

2323 xyz street, #45 in Snoqualmie

Monday, May 23, 2008 6:30 to 8:30pm

RSVP

(212) xxx-xxxx

doug@jkkjkjkj.com

I/We hope you can attend. Have a drink and enjoy a brief presentation about **In The Field Ministries** which is doing incredible work supporting the poor in Uganda. Bring your checkbook.

SAMPLE AGENDAS

Welcome & introductions -10-15 minutes

Watch DVD – 13 minutes

- o Have paper and pens handy, so they can take notes if wanted.
- o Invite them to jot down their ideas, reflections while watching the video.

Dialogue - 20 minutes

- o At the very end of the video, ask each person to describe what affected them most about what they watched.
- o Have Ugandan guest answer any questions they might have.

Refreshments/Meal – 20 minutes

Visual Aid and Closing – 15 minutes

- o Hand out Take Action form.
- o Encourage everyone to get involved.
- o Ask everyone to sign up for **ITFM** newsletter before they leave your house.
- o Thank everyone for coming and invite them to host their own house party.

Continue the Conversation! Enjoy!

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House Party events can be as formal or as informal as you like. Here is a draft timeline for a two-hour evening cocktail party.

6:30 -Guests begin arriving, serving drinks/snacks.

7:15 – 7:20 Host welcomes guests, thanks them for coming, explains why they are involved with **In The Field Ministries** , and introduces the **ITFM** representative.

7:20– 7:30 -**ITFM** representative discusses the difficulties in Uganda and describes how ITFM addresses the needs of the villages.

7:30 – 7:45 -Play DVD

7:45 – 7:55 - ITFM representative Q&A

7:55 – 8:00 Visual Aid Experience

8:10 - Host thanks **ITFM** representative, thanks guests for their attention and asks them not to leave without filling out a donation form. Host passes out Action Form. Invite guest to host their own House Party.

PARTY IDEAS

- Pot luck (works for all parties listed)
- Dessert Fest
- Dinner Party
- Brunch
- Wine Tasting
- Cocktail Party
- Finger Foods
- Ugandan foods like rice, beans, chapati
- Soup Swap
- Hot wings and spicy things
- Wine and cheese
- Ziplock omelets and sweet rolls
- Tea/coffee and cookies
- Fruit and veggies
- BBQ
- Picnic
- Build your own sandwiches

STEP BY STEP PARTY PLANNER

STEP 1: ORGANIZE

A. Timeline

Included in your kit is a sample time line and checklist to help get you prepared for your party.

B. Make Invitation List and send out invites

Depending on your time, space and resources you may want to host a small party with your closest friends, or a party with a few dozen. Regardless of the size of your party, you will need to invite extra people as some will not be able to attend. Suggested guest list:

Family - your parents, grandparents, kids, aunts, uncles, cousins, siblings...

Social Acquaintances -from an old job or college, Red Hatters...

Neighbors - upstairs, downstairs, next door, the whole block or neighborhood association. The folks you run into at the grocery store, walking the dog...

Religious Group - from church, temple, or other religious gathering place

Work - your boss, clients, and past/present coworkers

Volunteer Work – PTA, charity work acquaintances

Recreational Friends - bowling league, volley ball team, poker buddies, gym...

Professionals who know you personally – your, dentist, pharmacist, hairdresser...

Evite is a great, free website that makes sending and tracking your invitations easy. Once you register you can design your evite, include maps, create an address book, ask your guests to bring something, set capacity limits, and set your party to be public or private. Once your invitations are sent you can track the responses from your guests, send email reminders, and with the Guest Options, your friends can easily invite more people to your party.

C. Follow Up Phone Calls

Some people will RSVP, while others need follow-up calls to remind them of your party. Below is a sample phone script to help you make your follow-up phone calls to find out if your guests will attend.

"Hi, this is [YOUR NAME]. I wanted to make sure you got the invitation to my house party on [DATE]. I believe that education is the key to ending poverty. I want to share with you about **In The Field Ministries** who are currently working in Uganda. The event is at my home on [DATE]. Will you be able to come?"

[If they are coming] "Great, I'll see you then."

[If they are not sure] "I hope you can come because **In The Field Ministries** is doing great things and I want you to meet _____ who is from Uganda so you can have firsthand knowledge of the conditions there

[If they can't come] "I'm sorry you won't be able to come. I hope that you will look up the ITFM website. at www.inthefieldministries.org. They are working hard to help those who cannot help themselves.

STEP 2: GATHER MATERIALS

A. Equipment

You will need a working DVD player and tv. Well before your attendees arrive, set up your TV/DVD or computer equipment to play the ITFM video for your guests. Be sure to briefly test the entire system by playing a clip of the film and checking the audio and video quality.

B. Supporting Materials

Take Action Sheets, Brochures, Agenda, Visual Aid Items

C. DVD

“Teacher Housing” (15 minutes) – Follow the story of DeAnne, a teacher in Uganda and learn about her daily life.

D. Refreshments One sure thing will get people to come to a party - refreshments! You can ask your co-host or some of your guests to also bring something to the party. The possibilities are endless according to your budget.

Step 3. The Party

A. Prepare the site

Make sure the party space is comfy and there is plenty of seating for everyone. Try to set up the space in a user-friendly way so that guests move through refreshment lines easily and all promotional materials are accessible to every guest. Have a sign-up table near the front door, and ask your greeter to have everyone to sign in. If possible, have the www.inthefieldministries.org web site up on your computer at the party to make online credit card donations.

B. Presentation and "Ask"

Personal face-to-face fundraising is by far the most effective form of fundraising. Just take a few minutes to tell your guests why YOU support this cause. Talk about what first got you involved - speak from your heart and what you feel most strongly about. Don't be shy. If you have presented your event as a fundraiser, your guests expect you to make an appeal for donations. Encourage participation first and donations second.

C. Fundraising Tips If raising funds to support **ITFM** is your intention make it clear in advance that this is a fundraiser. Remember, volunteering is just as important as raising funds. If people are unable to donate maybe they can host their own House Party.

D. ITFM will send receipts to all donors from your house party at the end of the year. All donations are tax deductible. Let us know if someone wants a receipt right away.

STEP 4: AFTER THE PARTY

A. Thank You Notes

It is important to thank everyone who attended your party. Below is a sample thank you note that you can use:

Thank you for joining me at my recent party. I hope that you walked away with an increased awareness of the needs of the people of Uganda. Your support of the work that **In The Field Ministries** does is your vote for a stronger Uganda. Thanks again for joining this effort. **ITFM** believes that a focused, sustainable commitment by a modest organization can yield powerful results for individuals, communities and generations on a global basis. Many hands make light work!

B. Talk to Us!

We want you to let us know how your party turns out. After your party, we'd like you to complete our short, evaluation form. We'll use your feedback on the evaluation forms to revise our guidelines, prepare new materials, and refine our goals for the next series of house parties, and to help us prioritize what specific issues will be the central focus of ITFM for the future

We appreciate your support by holding this event, and sincerely thank you for supporting this work with the poorest of Uganda.

SAMPLE TIMELINE

Pick a Date & Time _____

2 weeks before your event

- _____ Plan guest list
- _____ Send out invitations
- _____ Confirm attendance of **ITFM** representative

1 week before your event

- _____ Make calls to confirm guest list
- _____ Plan menu
- _____ Test DVD

2 days before your event

- _____ Shop for needed groceries
- _____ Send email reminder to your guests, telling them you are looking forward to seeing them

Day of Event

- _____ Prepare food
- _____ Organize materials
- _____ Prepare for Visual Aid Experience

Day after event

- _____ Send Take Action Forms to ITFM PO Box 899 N. Bend, WA 98045
- _____ Fill out survey for ITFM

3 days after event

- _____ Send out thank you cards to guest who attended.

TAKE ACTION



Suggested Next Steps:

1. Host your own House Party. Getting the word out to friends and family is the best way to promote the cause.
2. Collaborate on a fundraiser. Garage sales, bake sales, raffles, carwashes, etc.
3. Donate. Every little bit helps.

\$25 \$50 \$100 \$250 \$500 Other (\$6000 builds a home for one family)

Check enclosed. Checks can be made out to **ITFM**.

Charge my: VISA MasterCard AMEX Discover

Name on Card _____

Card Number _____ Exp. Date _____

Address _____

City, State and Zip _____

Telephone and Email _____

ITFM is a 501(c)(3) organization. Your donation is tax-deductible to the extent allowed by law.

Please sign up to receive our newsletters

Name _____

Email _____

Mailing Address _____

State & Zip _____ Phone _____

Name _____

Email _____

Mailing Address _____

State & Zip _____ Phone _____

Name _____

Email _____

Mailing Address _____

State & Zip _____ Phone _____

Name _____

Email _____

Mailing Address _____

State & Zip _____ Phone _____

VISUAL AID EXPERIENCE

Seeing the pictures on the screen is one way to grasp the conditions in Uganda. Having your guests actually participate in the experience is often times more impactful. Here are a couple of easy ways to share some of those conditions.

Teacher Housing Issues:

Measure out beforehand with a measuring tape a box that measures 8x10 feet. Put a piece of tape on the floor at each corner. During your party have 4 of your guests stand on each corner and hold their arms out towards each other to create a box. Tell these people to pretend to be mud mixed with cow poop. This represents the typical size of mud housing used for teachers in a remote village. Have 4-6 guests get in the box to play a family. Not only does their whole family have to live there but also all of their belongings. Explain how breathing in the mud hut all night makes you wake up coughing from all the dust in your lungs. Ask the guests what would be the most difficult thing to handle about living there.

Clean Water Issues:

Fill pitchers with water and add dirt then stir to make it cloudy. Place pitchers on the table. Offer your guest a drink of water. Tell them to imagine that not only is the water dirty but it contains bacteria that will surely make you ill. Ask your guests how they would feel if that was all you or your children had to drink and you had no means to fix the situation.

Evaluation Form

What was the most successful part of your dinner party? _____

Was there anything that didn't go quite so well? _____

What information in the packet was helpful to you? _____

Was there something lacking that could have helped you in any area? Please explain

What advice would you give someone else giving a House Party?

Thanks again so much for your participation that directly benefits the kids in Uganda!