



# House Party Kit



## Hosting a House Party

is a great way to bring friends, colleagues and family members together to learn more about St. Francis Friends of the Poor (SFFP), a New York City non-profit organization that provides hope and permanent homes to nearly 300 formerly homeless people living with severe mental illness.

We encourage your creativity and resourcefulness in hosting a small or large party, which could take place in your home or office, at a restaurant, or at your church or civic organization.

St. Francis Friends of the Poor will provide you with promotional materials, donation/pledge cards, and any guidance you may need to make your event a success.



## We will rely on your initiative, contacts, and creativity in moving your house party forward. This includes:

- Thinking about what event will work best for you and identifying your target audience
- Identifying a space
- Brainstorming creative ways to market, create and distribute invitations or e-blasts
- Underwriting the costs associated with the event by asking colleagues/friends/restaurants to co-host and/or help you in planning the logistics and
- Creating an achievable fundraising goal

Your support is greatly appreciated and we look forward to hearing your ideas!



## St. Francis Friends of the Poor House Party Kit Includes:

- sample invitation
- sample agenda
- sign-in sheet
- pledge form

## For more information, please contact:

St. Francis Friends of the Poor  
155 West 22nd Street, New York, NY 10011  
212-242-0193  
cbyrne@stfrancisfriends.org

# Help St. Francis Friends of the Poor Thrive by Hosting a House Party!

## Format

We recommend a two-hour cocktail party, beginning at 6:00 pm or 6:30 pm. However, you know what will work best for your friends and colleagues. Choose a venue where you and your guests will be most comfortable. This could be at your own home, a restaurant/bar, your place of worship or a meet-and-greet at your workplace. You can host the party alone, with a friend or group of friends or a civic/recreational/sport club you belong to. If your home is not large enough to host a house party, consider asking a friend who has a great space for a cocktail party to co-host it with you.

House party events can be as formal or as informal as you wish. They can serve as both a friendraiser and a fundraiser. St. Francis Friends of the Poor is here to support you as a host, whether you want to throw a relaxed get-together, or a more formal event designed for donors who can give at higher levels. Please contact Christina Byrne at [cbyrne@stfrancisfriends.org](mailto:cbyrne@stfrancisfriends.org) so we can work with you directly to plan and implement a fun and successful event.

Consider setting a fundraising goal for the event and announce it to guests when you ask for their support at the event.

## What To Serve

Refreshments can be as simple or as complicated as you like. You could consider seeking help from friends who like to cook, or local restaurants who may be sympathetic to our cause. You could also hire a caterer or provide refreshments yourself.

## Who To Invite

Friends, family, colleagues, neighbors, acquaintances - it's up to you to decide who to invite, get out the invitations (mail and/or email) and keep track of who is coming, so you will know how many to prepare for. Follow-up emails and phone calls will definitely increase attendance. You'll find a sample invitation on the next page.

## Logistics

Think about directions by car or public transportation and where guests can park, and let them know the plan.

Ask a friend or two to serve as greeters, if needed. They'll answer the door, take coats, make sure people sign in and help collect checks or assist with electronic donations on SFFP's website.

Do let us know about your event, so we can send you the materials you need and see if a SFFP representative can attend the event.



## Sample Invitation

This can be as simple as a text email, or we can send you an alterable version of the invitation once you've decided to host a party.



You are invited  
to a cocktail party  
in support of

### **St. Francis Friends of the Poor** at my home

Jane and John Smith  
323 xyz street, #4  
Yourtown, Anystate

**Monday, November 4, 2024**

6:30 to 8:30 pm

RSVP  
(xxx) xxx-xxxx or jane@jkjkjkjkj.com

Come learn more about the important work SFFP does to help formerly homeless people with severe mental illness find hope, health and a permanent home.

If you can't attend, please consider making a gift online at [stfrancisfriends.org/donate](https://stfrancisfriends.org/donate) or mail it to 155 West 22nd Street, New York, NY 10011.



## Sample Agenda

Here is a draft timeline for a two-hour evening cocktail party. Times listed are approximate. There's no need to follow this precisely.

- |                |  |
|----------------|--|
| 6:30 pm        | Guests begin arriving. Greeters take coats, sign guests in and collect donations.  |
| 7:15 – 7:20 pm | Host welcomes guests, thanks them for coming, explains why they are involved with SFFP, and introduces the SFFP representative who will either be a staff member or board member.  |
| 7:20 – 7:30 pm | Discuss SFFP's current goals, objectives and programs.   |
| 7:30 – 7:40 pm | Q&A.   |
| 7:40 – 7:45 pm | Host thanks SFFP representative, thanks guests for their attention, encourages them to visit the website and asks them not to leave without filling out a pledge form. ("Please sign up to support St. Francis Friends of the Poor. You can give tonight using these donor pledge forms [ <i>hold one up</i> ], or take one with you, or donate online at <a href="https://stfrancisfriends.org/donate">stfrancisfriends.org/donate</a> ") |
| 7:45 pm        | Party resumes.   |
| 8:30 pm        | Guests depart.   |



## Sample Timeline

### Six Weeks Out

- Decide upon format, place and time for your house party.
- Decide if you need or want a co-host(s).
- Let St. Francis Friends of the Poor know about the event, so we can get you everything you need in the way of materials, and schedule a representative to speak at your event, and support you throughout the evening. Contact Christina Byrne at [cbyrne@stfrancisfriends.org](mailto:cbyrne@stfrancisfriends.org) or 212-242-0193.
- Consider if you need or would like food and/or beverage donations and reach out to potential in-kind donors.

### Five Weeks Out

- Create your invitation mailing list.
- Create your party invitation.

### Four Weeks Out

- E-Mail and/or send hard copy invitations.

### Three Weeks Out

- Ask a friend or two to serve as greeters. They'll answer the door, take coats, make sure people sign in and help collect checks.

### Two Weeks Out

- Call or email everyone who has not RSVP'd. Ask if they're coming and keep a list of who is attending.

### One Week Out

- Decide who will speak about St. Francis Friends of the Poor.
- Review our website, [stfrancisfriends.org](http://stfrancisfriends.org), and information packet so that you're able to answer questions.
- Make sure you have all the materials you need from St. Francis Friends of the Poor, including donor pledge forms.

### Week of Event

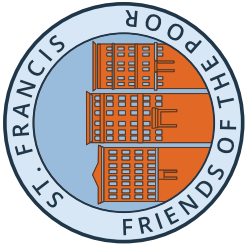
- Remind guests of the event date and time and encourage them to confirm their attendance.
- Remind greeters of their duties and the time they need to arrive.
- Purchase and prepare refreshments.
- Print enough sign-in sheets to accommodate your estimated number of guests.

### After the Event

- Please send the gifts collected and the sign-in sheet(s) to Christina Byrne at St. Francis Friends of the Poor within 24 hours ([cbyrne@stfrancisfriends.org](mailto:cbyrne@stfrancisfriends.org)) or by mail at the address below.
- Once St. Francis Friends of the Poor receives the contributions, we will send your guests thank you letters.
- If you can, please send a thank you letter yourself – an email or handwritten thank you note – to add a personal touch.
- Post event pictures on your Facebook page or other social media profiles, remember to tag SFFP, send the link to everyone you invited and remind them that it's not too late to donate or host a house party of their own.

  @stfrancisfriends

- Pat yourself on the back and know how much we appreciate all the work you've done to raise critically needed funds for St. Francis Friends of the Poor!



# Sign in Sheet

#	NAME	ADDRESS	EMAIL	PHONE



## SUPPORT OUR COMMUNITY

I/We will support St. Francis Friends of the Poor with a gift of:

\$50  \$100  \$250  \$500  \$1,000  \$5,000  \$10,000  other amount \_\_\_\_\_

### CONTACT INFO

Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

My gift is anonymous  My gift is a pledge

### PAYMENT INFO

Please find a check attached, payable to St. Francis Friends of the Poor

Please charge my credit card  ONE TIME OR  MONTHLY

in the amount of \$ \_\_\_\_\_

Credit card number: \_\_\_\_\_ Sec. code: \_\_\_\_\_

Name on card: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Many corporations and businesses match their employees' charitable donations. To help maximize your gift, please inquire whether your company offers this special benefit.

Company name: \_\_\_\_\_

Matching gift form:  Enclosed  Will arrive under separate cover

### Please contact me about:

- including SFFP in my will
- volunteering
- hosting an event in my home/workplace
- other potential funders of St. Francis Friends of the Poor
- my gift will be paid through a DAF
- my gift will be paid through a stock transfer

St. Francis Friends of the Poor is a 501(c)(3) not-for-profit organization. Your gift is tax deductible to the fullest extent allowed by law. Your contact information will not be shared, rented or sold.

**DONATE ONLINE AT: STFRANCISFRIENDS.ORG**