

Lead theWay Home

A FUNDRAISING BREAKFAST

2017 Table Captain Packet

November 2nd

7:30—8:30 a.m.

Foss Waterway Seaport
Tacoma

Associated Ministries is a 501 (c)3, not-for-profit organization.

Our commitment is in uniting people of faith to build stronger communities.

am ASSOCIATED
MINISTRIES

Welcome Table Captain!

Thank you for supporting Associated Ministries by being a Table Captain at our annual Lead the Way Home fundraising breakfast. We are pleased to have you as part of our team for this year's event!

Below you'll find the important details on the event followed by a list of helpful reminders and useful templates. We are here to help make sure your experience as a table captain is easy and fun. Feel free to call or e-mail with any questions.

An electronic version of the save-the-date card has been e-mailed to you as well. Feel free to share that card as you see fit. If you would like any of these materials printed and mailed to you, please contact Michele Cotton at: michelec@associatedministries.org or at 253-426-1507.

Although there is no charge for guests to attend the breakfast, it is important for you to let your friends or colleagues know that this is a benefit event. By coming together at the breakfast, your guests are drawing a red line against homelessness and giving families a future full of hope.

Again, thank you and we look forward to seeing you soon!

About 6th Annual Lead the Way Home Breakfast

Lead the Way Home is a fundraising breakfast that introduces our vision to new donors and existing supporters so that we can better serve the growing number of families served by Associated Ministries. This year, *Lead the Way Home* will be held at the Foss Waterway Seaport on **Thursday, November 2nd**, providing an opportunity for some 250 donors to support our commitments to providing quality housing and homelessness services.

About Associated Ministries' Housing & Homeless Services

Coordinated Entry System:

Screening 800 phone inquiries each month; having problem solving conversation to determine if there is alternate housing solution for 250 households each month. Identifying alternate housing solutions for 20 households per month, and navigating on average 50 households a month to vacancies/openings at one of fifteen housing service providers in the community.

Funding Intermediary:

Administering up to \$2.0 million per year to address homelessness.

Paint Tacoma-Pierce Beautiful:

Mobilizing 500 volunteers to paint 27 housed owned by homeowners who are low-income, elderly or have disabilities.

Rapid Rehousing:

Moving 102 households from homelessness immediately into affordable housing and providing client centered case management and rent subsidy until they ready to independently graduate from the project.

SAMPLE ~ RESPONSES

YES! I will be your guest.

<If you or your guest uses Outlook or Gmail, consider sending them a breakfast calendar appointment>

I am so glad you will be able to join me. I am excited you will learn more about the great work Associated Ministries does. If you have not done so already, please take a moment to register online at <https://associatedministries.org/event/2017LTWH>.

I have included the event information below for your calendar <OR> I have sent you an appointment for your calendar. I will also send you a friendly reminder with directions and parking information in the days leading up to the breakfast. In the meantime, please let me know if you have any dietary requirements for your breakfast.

Looking forward to having breakfast with you!

MAYBE. Can I get back to you?

Thanks so much for considering my invitation - I know how busy you are, and I appreciate you checking your schedule. I am excited about the possibility of you joining me - I think you would really enjoy the event.

I have included the event information below for reference and will circle back with you in a couple of weeks. If there is a time you would prefer I check back in, please let me know.

Look forward to talking soon,

NO. Sorry, I can't make it.

Thanks so much for considering. Hopefully you can join me next year!

If you have a moment, I encourage you to visit www.associatedministries.org to learn about the amazing work this organization is doing in support of families in our community. I think you will understand why I am such a strong proponent of their good work.

If you are inspired by what you learn, please consider making a gift to Associated Ministries. Your tax-deductible gift would be put to great use providing resources and assistance to families experiencing homelessness. If you have any questions, please let me know.

At a Glance

What: 6th Annual Lead the Way Home Fundraising Breakfast

Why: Inspire donors, volunteers and supporters to engage in our work and invest in families who need our assistance, guidance and encouragement to help change the course of their lives.

Who: Family, friends, colleagues...other caring people, like you, who believe in the mission of Associated Ministries and our ability to make a powerful impact in our community.

When: Thursday, November 2, 2017. Check-in begins at 7:00, breakfast at 7:15 and program at 7:30 a.m.. We plan to have you on your way by 8:30 a.m.

Where: [Foss Waterway Seaport](#), 705 Dock Street, Tacoma WA 98402.

Cost: There is no ticket cost for this event. An opportunity will be provided for individuals to make a donation.

Contact: For more information or questions, please contact Michele Cotton at michelec@associatedministries.org or at 253-426-1507.

Federal Tax ID #91-0847534

Table Captain Checklist

Today

Get your invitation list together. Think of friends, colleagues, neighbor and family that can be your guests at the breakfast. We suggest inviting 12 people in order to fill a table of 8.

Tomorrow

Invite your guests! Personally call or e-mail those on your list and invite them to be a guest at your table. Enclosed is a sample invitation letter that you can use in an e-mail.

Encourage those who can't attend to donate. Donations are accepted online at www.associatedministries.org or checks can be mailed to 901 South 13th St., Tacoma WA 98405.

Ongoing

As you receive RSVPs from your invitees, invite them to register online at <https://associatedministries.org/event/2017LTWH>.

Two Weeks Before

Call or e-mail your guests to remind them about the breakfast and **CONFIRM** their attendance.

Day of the Breakfast – Thursday, November 2nd

Arrive at Foss Waterway Seaport at 7:15 a.m.

Check-in at registration. Greet your guests!

The Day After

Call, e-mail or send a note to your guests and thank them for attending. Give a shout out to your guests on Facebook, Twitter or your blog.

SAMPLE ~ INVITATION

Dear <Name>,

I am excited to be hosting a table at Associated Ministries' benefit breakfast on Thursday, November 2nd. I believe in and support the work Associated Ministries does and hope you will join me at my table as my guest.

Thursday, November 2nd, 7:30 a.m.

Foss Waterway Seaport

705 Dock Street

Tacoma, WA 98402

<OPTIONAL: share your personal connection here>

The breakfast is a perfect opportunity to learn about the difference Associated Ministries makes in the lives of families experiencing homelessness and in our community every day. There is no cost to attend the breakfast. If you are as moved by Associated Ministries' family programs as I am, you will have an opportunity to make a gift in support of their work during the event.

Take a look at their website or Facebook page to see the amazing work they are doing here in our community:

Website: www.associatedministries.org

Facebook: <https://www.facebook.com/AssociatedMinistries>

Hope you can join me! All you need to do is to register online at <https://associatedministries.org/event/2017LTWH>. It's fast and easy!

This promises to be a great event and an excellent way to support families in our community.

Thank you,

<Your Name>