

HOW TO START A GAPS IN YOUR COUNTY

I. Consider the Responsibilities:

- Our experience is it is best to start your GAPS with one or two friends who share the leadership responsibilities which are...
 - Plan and host a kick-off gathering.
 - Refer to the PDF on this website for an outline of how to host. <http://www.averygaps.org/GAPs-Hosting.pdf>
 - Invite women to host future gatherings.
 - Maintain the email list.
 - Send out two follow-up emails after each gathering.
 - Report the success of the gathering.
 - Report the final tally and the date of the next gathering.
 - Write a thank you note to the hostess.
 - Arrive early and stay to count the money at end of each gathering.

Note: Avery GAPS meets every 6 to 8 weeks but we encourage you to do what works best for you.

II. Choose a date and a location.

- It's great, but not necessary, to hold your kick-off gathering in one of your homes.

III. Create the Guest List

- Create a guest list of women in your community. Think of not just friends but business associates, and other women who might enjoy being included; err on the side of inclusion!

Note: Avery GAPS' list is 138 members now; typically, 15 to 20 women attend a gathering with new women at each one. Some women never attend but mail in checks for the charities.

IV. Now is a great time to make sure your list is in one of your computers for safe and future keeping and updating.

Note: Avery GAPS keeps the list in Excel where we update with hostess names, charities, and total raised for simple record keeping. For emails, we created a group in email to simplify the mailing.

- V. Choose your charity. Be certain it is a 501c3, secular, non-political and serves your county. If the charity is based outside your county, confirm with them the money will be earmarked for your county.
- VI. Create an email invitation; there is a template below to help you get started.

AT THE GATHERING

- Shortly after arrival time invite everyone to get a plate of food.
- When it feels right, invite the hostess to introduce the charity and then introduce her guest speaker if she has one. Presentations should be kept to 10 minutes.
- After the speaker, we typically make a casual announcement to encourage women to think of a charity close their hearts for which they might host a GAPs and raise money. Then simply ask, is there anyone here who would like to host in a month or two? We also make and invite any other announcements. Then invite everyone to continue to socialize.

EMAIL TEMPLATE: This is just a suggestion; certainly, put your own style into it.

Greetings GAPs Gals,

This email is from (names of leaders).

*You are receiving this email because we believe you will enjoy being a part of this fun and important new women's organization in our county. (County) GAPs, **Giving At Potlucks.***

*Please join us (DATE, TIME, LOCATION)
for a potluck to benefit (Charity).*

Please bring:

- *A dish to share.*
- *The beverage of your choice*
- *A donation of \$10 (or more) to (Charity). Checks are preferable.*

You'll learn a bit about (Charity), share food and drink with like-minded women, and have a fun evening while helping those in need in our community.

If you would like more information about GAPs in general, please visit the website, AveryGAPs.org

Please feel free to invite a friend.

We ask that you RSVP by replying to this email and let us know if you are bringing anyone.

Thank you. We sincerely hope you will join us!

Below your sign off it is great to list the names of the leaders. Avery GAPs always signs off and then states leaders' names, email addresses, and phone numbers.