

HOW TO START A GAPS IN YOUR COUNTY

CREATING YOUR GAPs

- I. Invite a friend to co-lead
 - a. one of you needs to be organized and willing to keep track of emails
 - b. choose one of your emails to receive inquiries from the website (your email will not be seen publicly)
 - c. not necessary but it's nice if one of you is willing to host your kickoff potluck
 - d. choose one photo of each of you or one of the two of you together for the website
 - e. write your blurb for your webpage (check out other chapters for ideas)
- II. Plan your kickoff
 - a. Thoroughly read the pdf on this site under HOST A GAPs GATHERING
 - b. Create an email list of every woman the two of you know
 - i. Consider friends, business associates, err on the side of inclusivity
 - ii. Create a group email list
 - iii. Store your list in a secure database for future use and updates
 - c. Choose a location
 - d. Coordinate a date and time with Dot and Peg for your kickoff
 - e. Choose a charity according to the guidelines in HOST A GAPs GATHERING
 - f. Create an email invitation using the template provided or create your own
- III. At your Potluck
 - a. Allow women to have a beverage and visit for a bit
 - b. When it feels right, invite the hostess to welcome all and introduce the speaker.
 - c. Allow for Q&A
 - d. Offer and allow for relative announcements
 - e. Ask for a volunteer to host the next GAPs
 - f. Invite all to stay, visit, and enjoy!
- IV. Arrive Early and Stay Late
 - a. You might want to arrive early to assist your host, if needed
 - b. One leader must stay to the end to count the money
 - i. One of you must write a check to the charity and keep the cash; we never give cash to a charity

SUSTAINING YOUR GAPs

- I. Send a handwritten thank you to the hostess
- II. Send two follow-up emails:
 - a. First:
 - i. Ideally sent the next morning if not that evening
 - ii. Review the sample provided
 - iii. Include the entire email list, as women sometimes send checks after the potluck
 - b. Second:
 - i. Approximately 2 weeks later
 - ii. Review the sample follow-up email provided
- III. Seek volunteers to host future GAPs; it's great to get future ones scheduled
- IV. Update your webpage with
 - a. Total monies raised
 - b. Links to charities served
 - c. Next Gathering; or TBD if none is scheduled