

HOST A GAPs GATHERING

- I. Choose your charity
 - a. 501(c)(3)
 - b. Secular
 - c. Non-political
 - d. Serves your county; if based outside your county, ensure they will earmark the funds for your county
- II. Your Charity
 - a. Invite a woman from the organization or, if you are comfortable, you can speak on their behalf; refer to the Speaker Guidelines pdf
 - b. If inviting a speaker, ask her for several dates from which you can choose to ensure at least one of your Chapter Leaders can attend
 - c. You can share the Speaker Guidelines, if you like (see pdf)
 - d. QR Codes
 - i. If QR Codes are used, ask the charity to report the total donated at the event & in the 2 weeks following the event so you can track total monies raised by your county's GAPs
 - ii. Or you can simply say, checks and cash only
- III. eMail:
 - a. Save the most recent email you received from your GAPs leaders. Wipe it clean, create a new subject line and content for your invitation (see pdf SAMPLE INVITATION)
- IV. Provide
 - a. A container for donations
 - b. Name Tags
 - c. Plates
 - d. Forks
 - e. Glasses
 - f. Napkins
 - g. Remember the CORKSCREW!
- V. At evening's end
 - a. Count the money with at least one leader and your speaker
 - b. You or your leader must write a check for any cash and keep the cash; in an effort to keep everyone honest, we never give cash to a charity; give the speaker the checks once counted
 - c. Give your snail-mail address to the leader; she will ask for future donations in the follow-up email
- VI. After two weeks:
 - a. Deliver any new checks to the charity
 - b. If QR codes were used, ask the charity for an update of total donations
 - c. Share with your leaders the new total

THANK YOU FOR HOSTING A GAPs POTLUCK!