

THANK YOU FOR HOSTING A GAPs DINNER

- Choose your charity and be certain it is:
 - 501c3
 - Secular
 - Non-political
 - Serves your county; if it is based outside your county, confirm that they will earmark these funds for your county.
- Choose a date and confirm with your county's GAPs Leaders; it is imperative that at least one of them can attend.
- Create your email invitation:
 - Find the last email sent to the group.
 - Choose Reply ALL.
 - Erase subject line and content.
 - Create appropriate subject line and content:

DATE, TIME, LOCATION (directions to the location), **NAME OF YOUR CHARITY, RSVP.**

Remind women to bring:

A DISH TO SHARE – this enhances our spirit of community.

THEIR BEVERAGE OF CHOICE – to keep hosting affordable and we don't want the charity buying alcohol for us.

A DONATION of \$10 or more for your chosen charity; checks are preferable.

PREPARE:

LEARN A BIT ABOUT YOUR CHARITY: for instance...size of organization, major sources of funding, services provided and to whom, year founded, current specific needs.

Not necessary, but you may invite a speaker from the organization but please try to have a woman.

The talk should be no more than 10 minutes and then a brief Q&A; if women have more questions they can ask during the social time. The evening is meant to be fun and social, not a lecture.

PROVIDE: a container for donations, name tags, plates, forks, glasses, napkins, and don't forget the corkscrew! You absolutely do not need to seat everyone.

At the END OF EVENING: DO NOT SEND THE DONATIONS WITH THE REPRESENTATIVE.

You, along with your GAPs leaders and any representative from the charity will count the money. You will hold all money until women who were unable to attend have a chance to mail in their donations. We also want to keep everyone honest hence, we never give cash to any charity; the hostess keeps any cash and writes a check for it.

AFTER: Your leaders will send out a follow-up email on your behalf announcing the total raised and inviting anyone to send a check to you if they were unable to attend, providing your address. In a couple of weeks, let the leaders know the final sum raised and deliver the checks to the charity. Your leaders will then send one more email update with the total amount and, hopefully, announcing the date for the next GAPs.

THANK YOU AND CONGRATULATIONS!
YOU HAVE SUCCESSFULLY HOSTED A GAPs GATHERING.
WE APPRECIATE YOUR GENEROSITY.