



Volunteers  
of America®

NORTHERN CALIFORNIA  
& NORTHERN NEVADA

# TABLE CAPTAIN PACKET 2019





Volunteers  
of America®

NORTHERN CALIFORNIA  
& NORTHERN NEVADA

*Some people can't imagine doing what we do.  
We can't imagine not doing it.*

## Welcome!

Thank you for agreeing to serve as a Table Captain at our 18<sup>th</sup> Annual Shelter from the Storm Fundraising Breakfast.

**Please mark your calendar for Thursday, May 2nd from 8:00 to 9:00 a.m. The breakfast will be held at the DoubleTree Hotel at 2001 Point West Way, Sacramento, CA. Check-in begins at 7:30 a.m.**

As a Table Captain, you have agreed to fill a table of 10 people, including yourself and a “table testimonial”. Your “table testimonial” will be a current or former client of one of the VOA programs who will be a guest at your table and will share their journey with your guests during the breakfast portion of the program.

We recommend you begin by making a list of all potential guests, including personal and business associates who might have a passion for our programs. In order to have a full table of **10 people** including yourself on the day of the event, we ask that you pre-confirm **14 guests**. The more personal the invitation, the better. **After your invited guests have confirmed with you, send them a save-the-date card.** Keep a separate list of those who are unable to attend or cancel at the last minute. We'll send them materials about the program that they missed.

Suggested wording for inviting your guests:

“Hello, \_\_\_\_\_, I'd like to invite you to join me at my table at Volunteers of America's Shelter from the Storm Breakfast. This is a free event for people to come and learn more about our organization. It is a fundraiser so you will have an opportunity to make a gift, but there is no minimum or maximum gift required. It's Volunteers of America's job to inspire you to want to get involved. As much as anything, we want people to come and learn about the great programs offered to those in need in our community. I'd be delighted if you could join me.”

**Send your confirmed guest list (on the form provided) by Friday, April 19, 2019.**

We request complete contact information from you for all of your confirmed table guests to thank them immediately afterwards for attending. The confirmed guest list form will be provided to you electronically. And you're welcome to deliver it to us by email, fax or in person.

Join us for a VOA program tour with your table guests before May 2. We encourage you and your guests to come and see our impact firsthand. You can choose from several tour options on page 4.

Again, thank you for serving as a Table Captain. Your participation enables us to continue the important work of Volunteers of America.

# Answers to Frequently Asked Questions

**Q: What are the breakfast details?**

**A:** Our event will be held from 8:00 - 9:00 am on Thursday, May 2, 2019 at the DoubleTree Hotel Grand Ballroom (2001 Point West Way, Sacramento CA 95815). Guests should plan to arrive early. Registration begins at 7:30 am. The program will **start promptly at 8 am!** We promise it will conclude by 9 am.!

**Q: What makes this event unique?**

**A:** The event is a succinct one-hour presentation about the individuals and families whose lives have been changed with help from Volunteers of America.

- **No formal invitation is sent.** We ask that you as a Table Captain personally invite each of your guests over the phone or in person. It is about the personal touch!
- **The event is free.** There is no charge or contribution required for you or your guests to attend.
- **There is no requirement to make a gift.** Our goal is to inspire your guests to want to give. If they are inspired and decide to contribute, there is no minimum or maximum gift expected.
- **We promise** that the event will be inspirational, informative, a lot of fun and worth an hour of your time.
- **We guarantee** that when your guests discover the spirit of individuals we serve and how Volunteers of America changes lives every day, they will be inspired.
- **We value your time** and our program is only one hour, however we welcome you to stay to connect further with others following the event.

**Q: When should I be inviting my guests?**

**A:** Start now! Get it on your guests' calendars.

**Q: What if more than 10 people attend?**

**A:** No problem. We will seat any additional guests at a table near you. Wherever they sit, they will enjoy and be inspired by the program.

# Checklist for High-Performing Table Captains

## Beginning tonight:

- Review** the materials in your **Table Captain Resource Packet**.
- Make a list** of at least 20 potential guests that you could personally invite.
- List your own reasons** for involvement with and enthusiasm for Volunteers of America.
- Personally invite** your guests to join you for our free Shelter from the Storm Fundraising Breakfast. A full table seats 10 people and it is likely you will have some cancellations; therefore, you should confirm 14 guests.
- Invite your guests** to attend a program tour prior to the breakfast. **And if they can't do that, email them a link to watch a short VOA video instead.** Notify Melissa, and she'll pick out a short video for you to send that's connected to why VOA is important to you.
- Keep track of your guests** who will be attending by using the **Guest List** from the **Table Captain Resource Packet**. This Guest List will also be sent to you electronically for you to complete. If you have more than 10 guests, they will be seated at adjacent tables. PLEASE be sure to record ALL their contact information.

## We're Here to Help:

- Save-the-Date Cards** should be mailed or emailed as guests accept your invitation. (both printed and electronic copies will be provided to you in the next few weeks). And if you'd like VOA to mail them out to your confirmed guests, let us know.
- Follow-up** at least twice after their acceptance to remind guests you have a seat reserved for them.
- Volunteers of America Note Cards** are available for your use.

## Submitting Guest Information:

- By Friday, April 19, send your FINAL completed Guest List and Unable to Attend list** to us. FINAL list may be completed then dropped off to our Sacramento HQ office in person, or sent via email/scan to [mchin@voa-ncnn.org](mailto:mchin@voa-ncnn.org) or by fax to 916-442-1861.
- By Thursday, April 25, any changes to the guest list must be submitted.** Please advise us of any **cancellations** between this deadline and the breakfast, but refrain from inviting new guests as we need plenty of time to prepare for the event.

## At the May 2nd Event:

- Arrive by 7:30 am** during registration to greet guests as they arrive.
- Pick up** your name tag and **Table Captain Resource Packet**.
- Enjoy** your breakfast.
- Be seated** at your table promptly at 7:55 a.m.
- Distribute pledge forms and envelopes** to your guests when instructed from the podium (approximately half-way through the speech.)
- Fill out your own pledge card.** This is a critically important moment for you to lead by example. Even if you're not going to be making your own personal gift during the breakfast, take out a pledge card for yourself and write feedback notes on it. Thanks for helping your guests to see that everyone including you is filling out a pledge card.
- Collect pledge cards and envelopes** from your guests and turn them in at the registration table before you leave the event.
- Mix and Mingle** if your time allows please feel free to stay and connect after the 1-hour program.

## After the Event:

- Thank your guests** for attending with a phone call.
- Relay** any comments to Volunteers of America.

# Tours

**Senior Safe House: Wednesday, March 6, 6pm**

**Sacramento Triage Shelter: Wednesday, March 13, 4pm**

**Family Shelter: Friday, March 15, 10am**

**Mather Community Campus: Tuesday, March 19, 2pm**

**Former Foster Youth: Tuesday, March 26, 10am**



Winning tactic: Join us for a VOA program tour with your table guests before May 2. Guests who make time for a tour are genuinely interested. Plus, witnessing firsthand the impact their gift can have, they're more likely to make a high-impact gift.

To RSVP, contact Melissa Chin  
(916) 265-3974 | [mchin@voa-ncnn.org](mailto:mchin@voa-ncnn.org)

Built in 2009, the **Senior Safe House** is a haven for abused, neglected, and exploited seniors age 62 and older. This emergency shelter features six private bedrooms, three nutritious meals a day, and 24-hour staffing with volunteer support. This amazing facility is the only one of its kind West of the Mississippi.

At the **Sacramento Triage Shelter**, VOA, in collaboration with the City of Sacramento, is providing shelter and meals in a safe, warm and dignified space for those who are typically shelter resistant. This unique coed 100-bed low barrier shelter accommodates guests as well as their pets and possessions in order to start the road to a better life.

**Our Family Shelter** is a unique program designed to accommodate couples with children, single fathers with children, and families with teenage boys. We meet the needs of up to 20 families with shelter, 3 meals a day, as well as support services including transportation to and from school, permanent housing referrals, and educational and job-search services. The goal is to quickly rehouse the families in a stable environment and connect them with permanent employment opportunities.

**Mather Community Campus (MCC)** is a housing and employment focused residential program. MCC program participants — recognized on the campus as students — receive comprehensive and highly structured workshops (e.g. job coaching, resume building, internships, budgeting skills) to prepare them for sustainable employment and permanent housing.

**Our Transitional Housing Program for Former Foster Youth** is a three-year program for youth ages 18 to 24 who have aged out of the foster-care system. Services provided include: living-skills, housing, employment and educational services, mentoring and mental health services. This life-changing program provides youth with the opportunity to live independently with stable housing and employment.



Thank You! Your impact will soon touch many lives.



On behalf of our Board of Directors and staff, deepest thanks.

For more information, contact:



Melissa Johnson Chin  
Senior Development Officer, Sacramento  
Volunteers of America Northern California & Northern Nevada  
3434 Marconi Avenue, Sacramento CA 95821  
916-265-3974 | 510-847-3559 (cell)  
mchin@voa-ncnn.org

Melissa's role focuses on personally stewarding our organization's most generous Sacramento area donors and Table Captains for our annual Sacramento breakfast.