



**SHELTER**  
from the **STORM**

## Welcome!

Thank you for agreeing to serve as a Table Captain at our **Shelter from the Storm BAY AREA** Fundraising Breakfast. Please mark your calendar for **Thursday November 9<sup>th</sup>**. The breakfast will be held at **the Crowne Plaza Hotel** 45 John Glenn Drive Concord, CA 94520. **TABLE CAPTAINS SHOULD ARRIVE BY 7:15 A.M.** Guest check-in begins at **7:30 a.m.** The breakfast program is from **8:00 to 9:00 a.m.**

The enclosed **Table Captain Resource Packet** provides materials to help make your job as a Table Captain easier and more enjoyable. Please take a moment to familiarize yourself with the packet contents.

As a Table Captain, you have agreed to fill a table of 10 people, including yourself. We recommend that you begin by making a list of all potential guests, including personal and business associates who might have an interest in 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. We advise inviting people in person or by telephone, and then once they confirm with you, send them a save-the-date card. Please plan to call them once more about a week before the event to remind them that you are saving them a seat at your table.

Keep a separate list of those who are unable to attend or cancel at the last minute. We will send them materials about the program that they missed.

Here is suggested wording you might want to use in 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 would be delighted if you could join me."**

Please fax, scan or mail your confirmed guest list (on the form provided) to the administrative office by **Friday, October 13, 2017**. This form will also be provided to you electronically. Complete contact information is needed so that we can thank your guests immediately for attending.

We have also included a list programs that you could invite your guests to tour prior to the breakfast. We encourage you to invite your guests to attend one of these events to see our programs firsthand.

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

**Questions? Please contact Cynthia Shane-Smith at  
(510) 325-1107 or [csmith@voa-ncnn.org](mailto:csmith@voa-ncnn.org)**

# FREQUENTLY ASKED QUESTIONS

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

**A:** Our event will be held on November 2nd. The location is the **Crowne Plaza Hotel** at 45 John Glenn Drive Concord, CA 94520

Guest 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 a.m.!

**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 one of your guests over the phone or in person. It's 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.

**Q: What if most people I want to invite work during the time of the breakfast?**

**A:** We know how valuable time is for you and your guests. Many employers will allow some flexibility for employees to arrive a little late to work to support a good cause. We stick closely to our agenda and guests will depart at 9:00 a.m.

# TABLE CAPTAIN CHECK-LIST

## BEGINNING TONIGHT:

- Review** the materials in the **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. Sample invitation language is in your packet.
- Invite your guests** to attend a program tour or other Volunteers of America events prior to the breakfast. Ideally, half of your guests will have attended a tour or other event.
- 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 via Google Docs 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)
- 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, October 13<sup>th</sup>**, please send your **FINAL completed Guest List and Unable to Attend** list to us. FINAL list may be completed on the attached sheets, dropped off in person, or sent via email/scan to ephillips@voa-ncnn.org, by fax to 916-442-1861. Of course you may also mail to 3434 Marconi Ave. Sacramento, CA 95821.
- Friday, October 20<sup>th</sup>** 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 NOVEMBER 9<sup>th</sup> EVENT:

- Arrive by 7:15 a.m.** 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 8:00 a.m.
- Distribute pledge forms and envelopes** to your guests when instructed from the podium.
- Fill out your own pledge card.** Guests look to you for guidance. If you have an existing pledge, please use the form to give us your feedback on the event.
- 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 one-hour program.

## FOLLOWING THE EVENT:

- Thank your guests** with a phone call after the event.
- Relay** any comments to Volunteers of America.



## JOIN US FOR A TOUR!

Feel free to invite your guests to learn and engage with Volunteers of America *before* the Shelter from the Storm event!

### UPCOMING TOUR DATES

**September 26th, 2017 | October 24<sup>th</sup>**

Regular tours are being offered at our Bay Area programs including the foster youth and re-entry programs.

#### **Foster Youth Services**

MARTINEZ, CA

Foster A Dream believes that every foster child can achieve their highest potential if you give them a chance to dream and believe. We provide children living in foster care meaningful experiences that expand their perspective on life and inspire them to believe they can achieve.

#### **Re-Entry**

OAKLAND, CA

Re-entry programs in the Bay Area offers transition housing and provides newly released offenders with job skills, educational resources, housing assistance, and a variety of tools to aid in their reintegration into the community. By helping our clients find adequate employment and housing, we are building a strong foundation for their futures and together we are transforming our community into a healthier place.

#### **Affordable Housing for Seniors**

Volunteers of America manages affordable-housing apartment complexes for seniors 62 and older in Santa Cruz, CA.

**If you have any questions about any of these programs, would like to RSVP for a tour or would like to schedule a tour for you and your guests, please contact Cynthia Shane-Smith.**

