



SHELTER FROM THE STORM TABLE CAPTAIN PACKET 2019



Volunteers of America®

NORTHERN CALIFORNIA & NORTHERN NEVADA

Welcome!

Thank you for agreeing to serve as a Table Captain at our **Shelter from the Storm RENO** Fundraising Breakfast. 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.

Please mark your calendar for **Thursday, November 14th**. The breakfast will be held at **the Eldorado Resort Casino in the Convention Center** located at 345 N. Virginia Street Reno, NV 89501. **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.**

As a Table Captain, you agree to fill a table of 10 people, including yourself and possibly a “table testimonial/expert”. Your “table testimonial/expert” may 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, or a current staff member who is able to share amazing stories and speak to the work being done every day. There will be more information about this at the Table Captain Kick-off.

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:

“Hi _____ I would like to invite you to join me for a morning of inspiration at the Volunteers of America’s Shelter from the Storm Breakfast. This event is a succinct one-hour presentation about the individuals and families whose lives have been changed with help from Volunteers of America. This annual fundraiser is free to attend with an opportunity to make a gift. I guarantee that you will be touched and moved by the very personal stories of those who have lifted themselves up, and worth an hour of your time. I look forward to talking with you and encourage you to tour the VOA facility to experience first-hand how you can help change lives.” I would be delighted if you could join me.”

Please send your confirmed guest list (on the form provided) by **Friday, October 25, 2019**. This form will also be provided to you electronically. **Complete contact information is needed so that we can thank your guests immediately for attending and is not used for any solicitation.**

Join us for a VOA program tour with your table guests before October 25 We encourage you and your guests to come and see our impact firsthand. You can choose from several tour options on page 4 of this packet

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

FREQUENTLY ASKED QUESTIONS

Q: What are the breakfast details?

A: Our event will be held on Nov 14th. The location is the **Eldorado Resort Casino in the Convention Center located** at 345 N. Virginia Street, Reno, NV 89501
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 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 ARE 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 would like VOA to mail them out to your confirmed guests, please 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, October 25th**, 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 lgrace@voa-ncnn.org.
- Friday, November 1st 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 14TH EVENT:

- Arrive by 7:15 a.m.** during registration to greet guests as they arrive.
- Pick up** your nametag 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. (About half-way through the speech at the end of the program)
- Fill out your own pledge card.** This is a critically important moment for you to lead by example. Even if you are 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 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!

September 24th – 11 am | October 3rd 1 pm | October 8th 11 am | October 24th 1 pm

SPECIAL SATURDAY TOUR – SEPTEMBER 28TH @ 11 AM

Please join me for a VOA program tour with your table guests before October 27th. Guests who make time for a tour are genuinely interested. Plus, experiencing firsthand the impact their gift can have, will encourage them to make a high-impact gift. Tours are scheduled for the above dates or by appointment. Tours take approximately one-hour.

Men and Women Shelters

Volunteers of America provides emergency shelter for individuals experiencing homelessness. Each night we are providing shelter and meals in a safe, warm and dignified space. We currently have 360 beds and the capacity to serve up to 90 more during inclement weather or other emergencies. In addition, we operate the overflow shelter which can accommodate another 150 individuals.

Family Shelter

Our Family Shelter is a unique program designed to accommodate 27 families, with six of our dorm-style rooms set aside for single, new and expectant Mothers. We meet the needs of these families with shelter, meals, as well as supportive services including bus transportation to and from school and access to free day-care on the campus. With the help of case managers, clients are provided housing referrals, job searches and help with other barriers they are currently facing.

Mental Health Support Services

ReStart is a Volunteers of America program offering clinical and non-clinical services for eligible individuals and families who are homeless or at risk of homelessness and have a disabling mental illness. Clinical services include case management, psychiatric services, medication management, individual and group mental health therapy and substance abuse counseling.

PERMANENT SUPPORTIVE HOUSING

VOA'S permanent supportive housing is provided as a component to the Mental Health Support Center. Housing subsidies are provided at scattered sites within the community while participants have full access to other community services.

The goal of all our programs is to quickly rehouse individuals into a stable environment and connect them with permanent employment opportunities.

To RSVP for a tour, contact Linda Grace
775-327-4100 | lgrace@voa-ncnn.org

TREASURE MAPPING WORKSHEET

