



Dear friend,

Thank you for your decision to host a SchoolBOX@Home fundraising event!

SchoolBOX@Home events are warm, friendly & fun affairs designed to raise awareness and support for our work. Planning this event is a simple, exciting and rewarding experience. Furthermore, every dollar raised at your SchoolBOX @ Home event will be matched by an anonymous donor (up to \$2,500). So right off the bat, the impact of your event is DOUBLED!!

Planning: You're Toolbox for SchoolBOX:

Before we get started please take a moment to ensure that you have the following SchoolBOX @ Home Items:

- 1) Program Schedule for the evening with tips
- 2) Invitation Postcard to email or post mail to your guests
- 3) Guest Sign-In Sheet
- 4) Credit Card Donation Form
- 5) Sample Thank you letter for Guests

If you are missing any of the above documents you can access them at www.SchoolBOX.ca

To begin, choose a date to host your SchoolBOX@Home event and contact us immediately so we can make sure to arrange a guest speaker for your event. Next, choose a location to host your SchoolBOX@Home event that is spacious enough for the number of individuals you hope to invite (Please remember- you will need some space for the slide show, promotional material & refreshments).

Next, we suggest that you write down the names of the individuals that you would like to attend. Once you have compiled a list, use the invitation that we have provided to invite your friends / family / & colleagues (be sure to type in the date, time, and location in the corresponding spaces). To save ink, money, and time, we suggest you use a local printing business. The SchoolBOX@Home invitation is designed as a postcard, so it should be on one piece of paper with print on both sides. Print off the required number of invitations, and mail the postcards accordingly. If you prefer to send out the invitations electronically, please send them as an e-mail attachment to your guests.

Next, familiarize yourself with the evening schedule. On the day of your SchoolBOX@Home event, you will need to ensure you have printed off multiple *Credit Card Donation Forms* and the Guest Sign-in Sheet. Also, you will need to plan any refreshments you wish to serve your guests (i.e. coffee, dessert, light snacks, etc). Please think carefully about how you would like to set up the space that you would like to use for your SchoolBOX @ Home event. See the evening schedule and tips for more advice!

After the completion of your SchoolBOX@Home event, please enclose all cheques and Credit Card Donation Forms into one sealed envelope and mail them to our office, along with the guest sign-in sheet. In the following days send your guests the follow up thank you note we have provided for you. Whether you mail or email the thank you notes is entirely up to you.

We are **SO** thankful that you have chosen to host a SchoolBOX @ Home event. Your kindness will help to empower some of the poorest children in the Americas to get a basic education. Furthermore, your efforts will help to build awareness around SchoolBOX's work to *Make Education Possible*. If we can do anything to help you with your SchoolBOX @ Home event please let us know. Thank you so much for being part of our community!

Sincerely,

Tom Affleck & The SchoolBOX Team
info@schoolbox.ca