

Fundraising House Party Guide

House party fundraisers are a great way to catch up with friends while supporting Pathways and the fight to end homelessness. We appreciate your interest in hosting an event to benefit Pathways to Housing PA. We're beyond grateful for your support and hope that the following information will contribute to your success. The following are just some examples of fun house party ideas:

- Trivia Night
- "Friends-giving"
- Chili Night
- Potluck

Getting Started: Planning Tips

Set a Goal

Know how much you would like to raise for your event. Your planning and invitation strategies will depend on your goal (for instance; raising \$3,000 vs. \$500).

Choose a Host

The host should be someone who is passionate about our mission, and willing to open their homes for guests. This person should be willing to roll up their sleeves when it comes to inviting their friends, planning, hosting, and good follow-up.

Clearly state request for donations

Make it clear on the invitation that the event is a fundraiser, which lets guests know upfront to be prepared to give. Adding a simple line that reads "donations are gratefully accepted" works great for this purpose.

Plan the evening

The logistics of your party include: name of the event, date, location, time frame, guest list, agenda (which includes a series of events for the night), food, supplies, etc. Don't forget to send a reminder to people invited to the event after the initial invite!

Share a great presentation

This step is imperative. By having a great presentation, you can make the connection for your guests to how their support makes a difference. This is a chance to explain Pathways' mission and to spread awareness about homelessness in our community. If you need talking points or materials for this, or if you'd like to arrange to have a

representative from Pathways participate, please contact the Advancement Team at: development@pathwaystohousingpa.org 215-390-1500 x 1020.

Make a compelling ask

After the presentation has ended, explicitly invite all guests to make a donation. Now would also be a great time to share your fundraising goal with the attendees, to let them know how their gift will impact the overall goal for the evening.

Follow up with your attendees

Be sure to have a signup sheet where your guests can add their contact information so Pathways can follow up with a formal acknowledgment of their gifts and add them to the Pathways email list to receive future updates. You can also send a personal thank you email to all who attended to thank them for coming and announce how much was raised. Staying in contact with your guests is a valuable way to recruit supporters for the Pathways mission. The aim is to create a long term relationship!

House parties are a great way to raise money for our mission, but there is value in meeting like-minded people who can spread awareness of our work too. It is our hope that with this guide you are well on your way to having a fun event that makes a great impact!

Important Guidelines

- The planning of a third party fundraiser is the responsibility of the hosting person or organization; Pathways will not advance funds, provide contact lists, solicit sponsorship revenue, provide staff support, or produce materials for the event.
- Our ability to provide services for your event is limited by staff size and internal fundraising obligations.
- Pathway retains the right to decline support from individuals or organizations that do not align with our mission and values.
- Use of the Pathways logo MUST be approved before printing and/or publication.
- Any party who organizes a fundraising event on behalf of Pathways is solely responsible for obtaining any necessary permits, clearances, or liability insurance that is required by the state or government. Pathways cannot be held responsible for any details directly or indirectly related to the event.
- Unfortunately, we do not allow fundraisers to take place at the Philadelphia Furniture Bank or at the Pathways to Housing PA office.

Submission Steps

1. Please complete our [Fundraising Event Application](#) inquiry form before you begin planning your fundraiser.
2. Once the completed form is received, a member of our advancement team will contact you to review the details of your event.
3. You will be notified by email if your event has been approved.
4. Once approval has been received, you can begin to plan the details of your event.
5. Our team will provide guidance and best practices wherever possible as time allows; please be sure to request information in advance.
6. If you plan to use the Pathways logo in any materials, you must secure approval for all uses of the logo prior to ordering or printing materials. Proofs should be sent to your contact in the advancement department at Pathways with as much lead time as possible.
7. Once your event has concluded, you will need to coordinate to get the funds and/or collected items to Pathways.
 - a. The easiest way to send event proceeds is by check or money order; both can be made out to Pathways to Housing PA.
 - b. Checks, money orders, and collection drive materials should be delivered to: Pathways to Housing PA, ATTN: Advancement Team, 5201 Old York Road, 4th Floor, Philadelphia PA, 19141.

Contact

Pathways to Housing PA

Advancement Department

development@pathwaystohousingpa.org

215-390-1500 x1020

Thank you!

Your hard work will result in funds and items that are much needed to support our mission of empowering people with disabilities to improve housing stability, achieve better health, and reclaim their lives.