

Table Captain Cheat Sheet

You'll do great!

To be a Youth ALIVE! table captain for our May 10th fundraiser, you don't need to have experience in fundraising, you just have to believe in Youth ALIVE!'s lifesaving work and be willing to invite folks in your network to learn about what we do over breakfast.

The Details:

1. Personally invite 14 guests **by April 1** to "Invest in the Future" a fundraiser breakfast on May 10th that's free to attend. **The goal is to fill a table of 10, including you.** This can be anyone: friends, colleagues, family, neighbors, fantasy football competitors, you get it. We have provided a sample email template (below) as well as script for following up over the phone that you can edit for your uses.
2. Include the "Save the Date" graphic in your email invite. Keep a list of RSVP's so that Youth ALIVE! staff can follow up with a mailed "save the date" and correspondence about the event.
3. Submit a final guest list to Lauren Greenberg, Development Manager at lgreenberg@youthalive.org 2 weeks before the fundraiser.
4. Send reminder email, call, and/or text to all guests 2 days before fundraiser.

Day of Event:

1. Arrive by 8:30am on the morning of the fundraiser breakfast Tuesday May 10th to greet guests as they arrive for the 1-hour program beginning at 9am.
2. During the program, there will be a fundraising pitch asking guests to donate and/or commit to a pledge. Pledge cards will already be on the tables. Set an example for your guests by enjoying the event and filling out your own pledge card. Collect pledge cards at the end of event and return to Youth ALIVE! staff.

Thank your Guests:

Within two days of the event, please call your guests to thank them for coming and get their feedback. Invite them to an upcoming Meet Youth ALIVE! tour or event (details provided by YA! Staff).

That's it! Easy right?

Sample Email Invite Template

"Hello (NAME). As you might know, I volunteer with/am on the Board of/work at an incredible organization called Youth ALIVE! in Oakland. Youth ALIVE! works to prevent violence and develop youth leaders, a mission I know you care about. On Tuesday May 10th at 9am, aka 510 Day, I'd like to invite you to join me at my table for the "Invest in the Future" fundraiser, a free breakfast at Sequoyah Country Club to learn more about this organization. The whole thing will only last an hour, and vaccination is required. Yes, it is a fundraiser, too. You will be asked to consider making a contribution. There is no minimum and no maximum gift requested, but I am

certain you'll feel inspired—as I have been—by Youth ALIVE!'s programs. It would mean a lot to me if you could join me. Can I count you in?

Sincerely,
(Your name).
(Attach Save the Date Graphic).