



Dear Call to Safety House Party Host,

Hello and thank you for hosting a Call to Safety House Party! As a host, having a house party to benefit Call to Safety is a great way to educate the community about domestic and sexual violence, and to raise funds for the much needed programs and services.

**Your willingness to host a house party for Call to Safety could not come at a better time.** The economic downturn has hit everyone, especially non-profits, incredibly hard. For those of us working at Call to Safety, the work can sometimes feel very daunting, and we rely on our compassionate supporters like you to help us persevere through these difficult times.

As a house party host, you have a unique opportunity to help Call to Safety reach out to the greater community to share information and resources about the services we provide to survivors of sexual and domestic violence, as well as create a platform on which to raise funds to support the vital services we offer every day.

We are honored that you want to take a stand against domestic and sexual violence with Call to Safety by being a generous host. **Call to Safety believes that everyone has the right to be free of domestic and sexual violence and our hope is that the community will help us to, one day, bring an end to interpersonal violence.** By supporting Call to Safety, you are sharing in that hope with us.

As the Executive Director, myself and our Development Director, Samantha, will be happy to work with you to develop your house party and provide any support I can to help you meet your goals. Please do not hesitate to contact us with any questions.

Sincerely,

**Rebecca Nickels, MSW**  
**Executive Director**  
**503.872.8627**  
[Rebecca@calltosafety.org](mailto:Rebecca@calltosafety.org)

## Statement of Need

**The Portland community needs Call to Safety because Call to Safety saves lives. For over 40 years, with a phone number that has never changed, Call to Safety has provided 24/7 information, support, resources and referrals to survivors of domestic and sexual violence.**

In Oregon, at least **1 in 10** women report being physically or sexually assaulted by their current or most recent partner. **1 in 6** Oregon women have been the victim of forcible rape. **1 in 7 Oregon 8<sup>th</sup> graders report being physically forced to have sex**, and 33% of Oregon's children have witnessed interpersonal violence. Unfortunately, it is a sad truth that most, if not all, of us will be affected by interpersonal violence at some point in our lives.

We know that interpersonal violence in our community is an epidemic clouded by varying cultural, economic and familial norms and, more often than not, clouded by secrecy, shame, and fear. There are so many complex reasons that a survivor might NOT reach out for help, and Call to Safety is here when they do. We are here, not only to offer information and referral, but also to provide peer support based on empowerment and social change. We have made that change every time we hear from a survivor, "You are the first person to say the violence isn't my fault."

As the primary entry point for survivors seeking services, Call to Safety has a unique opportunity to assess the needs of domestic and sexual violence survivors in our community, particularly within the context of the intersection of domestic and sexual violence with other community concerns, and to share that information with stakeholders and community and business leaders in the hope that they will respond with action.

We want to note that every time Call to Safety reaches out to someone through a presentation, training, a personal meeting, our website, our blog, and even our fundraising activities, the crisis line number is the key message we communicate. Though we hate to believe it, every person we meet may need us, whether for a loved one, a coworker, or themselves at some point in their lives. If providing our crisis line number to as many people as possible is the only result of the encounter, we still measure that as an accomplishment.

## **Call to Safety House Party FAQ**

### **What is a Call to Safety House Party?**

A Call to Safety House Party is much like a regular gathering of friends, family, and others from your inner circle, except in this context you would provide Call to Safety a platform to talk about our services and let people know how they can help out. We offer information about our programs, ways to volunteer, and we also then ask for a financial contribution to the Call to Safety.

### **How do house parties benefit Call to Safety?**

Our goal for house parties is to educate the community about our programs and services, recruit volunteers, and raise funds to support our programs. Throughout the past year we have seen the needs of survivors in the community increase, and sadly, many resources are taxed or have been lost all together. To continue our work against sexual and domestic violence, we see the participation of community members through organizing, volunteering, and donating as crucial to the continuation of our services.

### **As a house party host, what are my goals?**

The goals for each house party are going to differ depending on attendance and the ability of the guests to donate. We want to support you the best way we can, so goals can range from \$200 - \$2500 with anywhere from 10 - 40 guests. We will continually work with you throughout the process to ensure that you have the right tools to reach both your attendance and fundraising goals.

### **As a house party host, what am I responsible for? How will Call to Safety provide support?**

As the host of a Call to Safety house party, you will be responsible for inviting guests and providing a location. You can decide how elaborate you would like to get with this house party - from themes to types of food and refreshments provided. We are happy to support you with whatever type of gathering you would like to coordinate.

My role is to provide you with useful planning tips and schedule a speaker from Call to Safety. One of our dedicated staff members will attend your party for anywhere from 20 minutes to an hour to talk to your guests about our programs as well as share information about getting involved. We will also help you talk with your guests about donating.

I am happy to work with you along the way. By hosting a house party, you are providing an invaluable service to Call to Safety and I want you to know it is very much appreciated.

**Any questions that you have about our agency or the event that are not answered within this packet are happily taken by your House Party Coordinators, Rebecca and Samantha. Just ask!**

## **What Kind of Commitment are You Making?**

Hosting a house party is a big commitment for some people. You will start the planning process a month in advance and you will be regularly checking in with me about your needs. A list of tasks that need to be completed is included in this packet so you have a timeline for things that need to happen to make your house party as successful as possible.

### **Call to Safety House Party Roles and Responsibilities**

#### **As a Call to Safety House Party Host, you are responsible for:**

- Deciding what type of party you will have;
- Creating a guest list and sending out invitations;
- Doing RSVP phone calls to meet attendance goals;
- Securing food and drink, and setting the overall ambiance of the event; and
- Hosting the party and having a great time!

#### **As your Call to Safety House Party Coordinator, I am responsible for:**

- Assisting you with whatever type of party you want to have;
- Providing you with tools to help you meet your attendance and fundraising goals;
- Booking and/or prepping a speaker for your party; and
- Providing general support throughout the hosting process.

### **What Does a Call to Safety House Party Look Like?**

#### **Half-hour before your party:**

- Put out food, drink, cups, napkins, plates, and any décor that you would like
- Speaker arrives and provides Call to Safety informational materials for display

#### **Party starts:**

- You meet and greet guests with the speaker
- Mingling begins between guests
- Speaker connects with guests and passes around the Call to Safety sign-in form

#### **An hour into the party:**

- The specified person at the party introduces the speaker
- Speaker talks about Call to Safety and asks for financial contributions and volunteer interest

#### **An hour and a half into the party:**

- Speaker collects remaining contributions and finish signing up people for volunteer inquiries
- Guests return to mingling
- Speaker departs

## Details, Details, Details!

### **The Invitations:**

The invitation process really depends on who you decide to invite. Do you communicate with your crowd through e-mail often or do you think snail mail would be more effective? The important part of the invitation process is that you clarify that your house party is a fundraiser to benefit Call to Safety. Like I said earlier, making this element of the party as clear as possible is the best route to successfully meeting your goals. You want people who are ready to donate to attend, and not those who might not be ready to contribute. Just as with themes, the invitations can be as simple or as creative as you would like. Like handwritten invitations? Great! Want to do it by e-mail? Fabulous! Ask Rebecca or Samantha if you need help brainstorming.

How many people should you invite? Take a look at how many you want in attendance. For a typical party, 50% of the people you invite will RSVP yes, and about half of those folks will actually attend your party. So inviting 4 times the amount of people you want at your party is a good tool to follow.

### **The most important part of the invitation process is making RSVP phone calls.**

These will occur about two weeks after the invites are sent out. You should call all of your guests, and that includes people that have already RSVP'ed yes. You want to confirm their attendance and remind them of your party. I cannot stress how important this follow-up will be to making your party a success – it lets your guests know how important it is to you that they attend, and it is a great way to catch up with people you haven't talked to in a while.

### **Themes and Refreshments:**

A theme can be a fun way to bolster guest attendance if it is done right. Think about your crowd and what they would like to attend. Three examples of themed parties are:

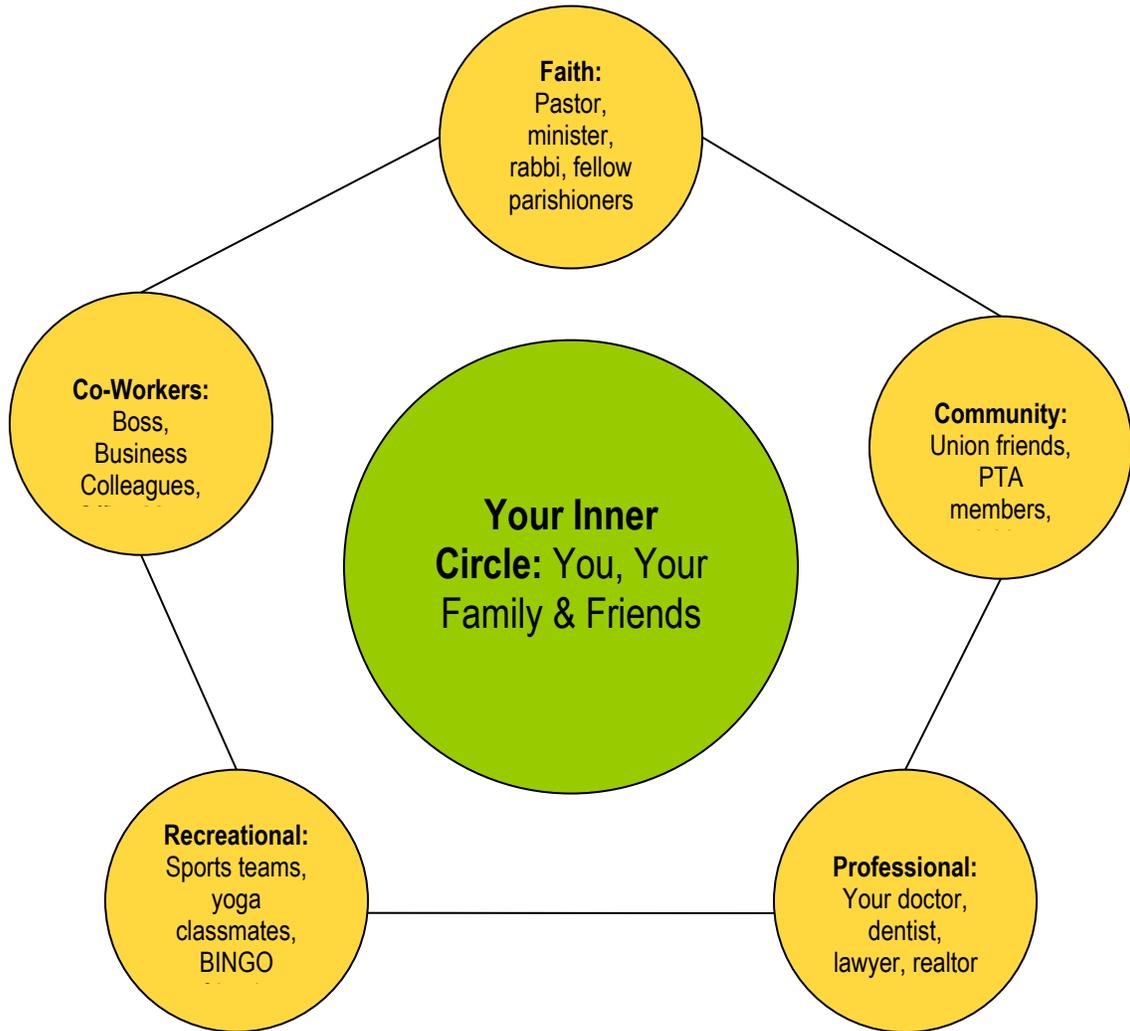
1. Feminist Salon Party – talk about current events and enjoy locally produced food and beverages.
2. Margarita Party in May – Seasonal parties are an easy, and might I say, delicious way to decide on a party theme.
3. 80's Themed Party – Throw a goofy party that requires people to be silly and inventive about their attendance. This can include anything from a game theme to a costume party.

It is especially easy if you already throw an annual party – just make it benefit Call to Safety this time around! Just remember – your party does not need to have a theme to be a success. Samantha and Rebecca will work with you either way.

As for refreshments, remember that they can also be as simple or elaborate as you'd like. What you serve is up to you – folks are coming not only to enjoy food and drink, but also because they care about the issue of ending domestic and sexual violence in our community. Are you stuck? Ask Samantha or Rebecca – they have lots of fun planning parties.

## Who Should I Invite?

Creating the guest list for your house party may seem like a daunting task, but trust me when I say you probably know more people than you think! Here are some ideas on who to invite:



### Reminder:

**You can also ask guests to bring someone with them. You can not only increase attendance at your party, but also meet some new people at the same time!**

## How to Meet Your House Party Goals:

Setting goals for attendance and fundraising can seem like a daunting task. We have two main suggestions around these worries that will make the hosting process the best, and really, the easiest possible:

1. Let your guests know prior to the party that your party is a fundraiser for Call to Safety. No surprises.
2. Give your guests a suggested donation amount.

You know your guests better than we do, so you are the best judge of a suggested donation. Some folks will give above what you ask and some will give less, so just use your best judgment of what sounds reasonable. You may also share with your guests what you will be donating and you can encourage them to match your donation.

Below is a guideline for Call to Safety House Party fundraising goals. Gifts can be as small as \$25 per guest or as high as you would like to go. Again, you are the best judge of your circle of friends so you can decide on a suggested donation.

<b>\$500</b>		
15 guests at \$35 each	20 guests at \$25 each	25 guests at \$20 each

<b>\$1000</b>		
20 guests at \$50 each	30 guests at \$35 each	40 guests at \$25 each

<b>\$2500</b>		
25 guests at \$100 each	35 guests at \$75 each	40 guests at \$65 each

## House Party Calendar Check-List

### 1 month before party:

- \_\_\_\_\_ Book party with Samantha at 503.946.1421 or [samantha@calltosafety.org](mailto:samantha@calltosafety.org)
- \_\_\_\_\_ Decide with Samantha and Rebecca on your type of party
- \_\_\_\_\_ Create a guest list for invitations.
- \_\_\_\_\_ Create invitations to be sent out to guests.

### 3 weeks before party:

- \_\_\_\_\_ Send out your invitations
- \_\_\_\_\_ Begin making arrangements for your party (find a helper; you'll have a lot to do!)

### 2 weeks before party:

- \_\_\_\_\_ Make RSVP phone calls and keep track of who is attending.
- \_\_\_\_\_ Coordinate speaker details with Samantha and Rebecca and figure out how to ask for donations.

### 1 week before party:

- \_\_\_\_\_ Continue RSVP phone calls.
- \_\_\_\_\_ Decide who will introduce the speaker (you or someone else at the party)

### Week of party:

- \_\_\_\_\_ Purchase refreshments and food.
- \_\_\_\_\_ Make sure you have plenty of cups, plates, napkins, etc.
- \_\_\_\_\_ Finish RSVP calls and finalize your guest list.
- \_\_\_\_\_ Send your guest list to Samantha and let them know any needs you might have.
- \_\_\_\_\_ Enjoy your party and watch your hard work pay off!

### 1 week after party:

- \_\_\_\_\_ Mail out thank you notes to your guests.
- \_\_\_\_\_ Talk about your experience hosting a Call to Safety house party with Rebecca.