



International
OCD
Foundation

A Fundraising House Party Guide



How to Host a Fundraising House Party

One of the most common ways that supporters of the International OCD Foundation (IOCDF) raise money to support our programs and services is by hosting a fundraising party. This is a great way to catch up with friends while raising awareness about OCD and related disorders and the important role that the IOCDF has in helping people living with OCD, their families, and treatment providers.

A house party can come in many forms. You know your guests better than anyone. So, you may want to consider a party theme that you know they will be comfortable with and enjoy. Some examples of this might include:

- A barbeque or pool party on a hot summer day
- A bowling party at a local bowling ally
- A wine and cheese gathering in your home

Whatever the theme, the purpose of the party is to connect with friends and loved ones and learn more about OCD and the IOCDF.



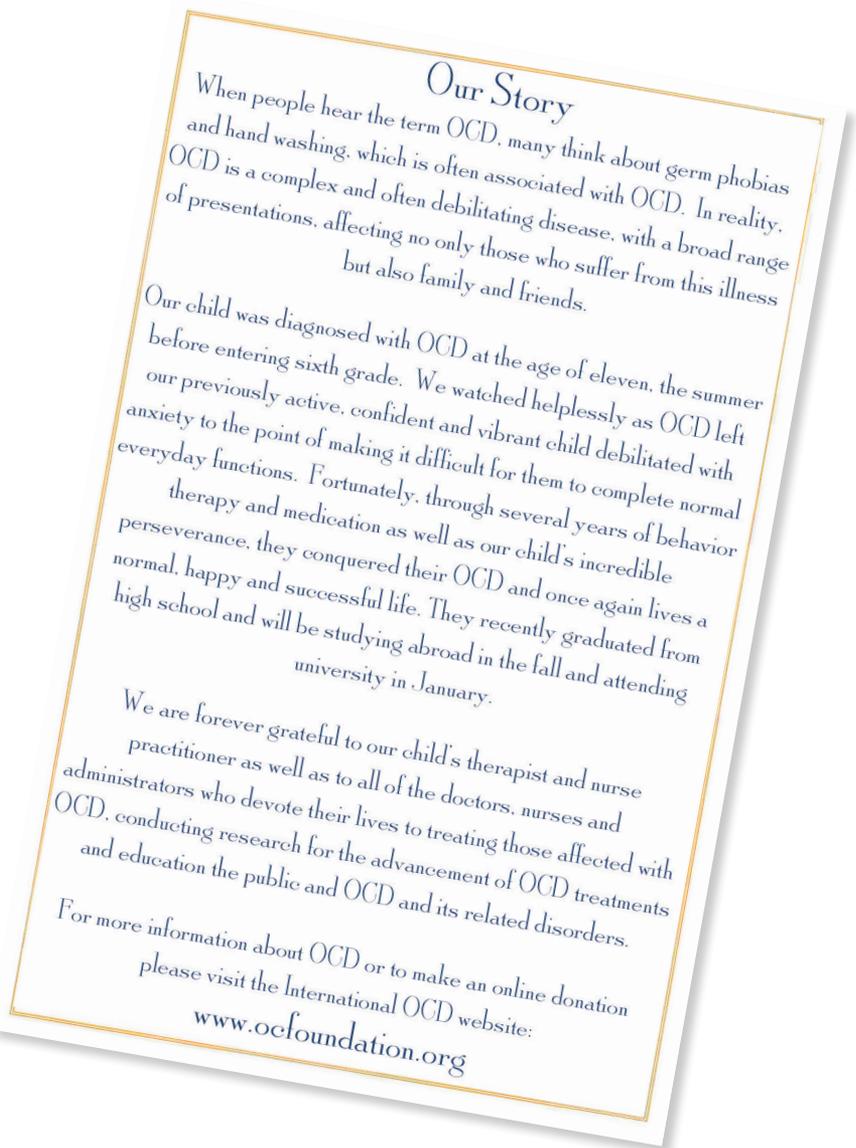
Key Steps to Organizing a Successful Fundraiser in Your Home

Invitations:

The IOCDF will provide you with template invitations. However, you may wish to create your own, or purchase standard invitations at a paper products store.

- 1.** Be sure to specify on the invitations that this will be a fundraising event! The purpose of the party is NOT to ambush your friends. But, to let them know that the IOCDF and OCD Awareness are important to you and you want to share this with them.
- 2.** You should also indicate at what time there will be a presentation about the IOCDF, to ensure that as many people as possible will be in attendance for this portion of the evening.
- 3.** Send out invitations to your guests. It is advisable to invite at least twice the number of people who you would like to show up. You should mail your invitations a month or more before your party.
- 4.** When you are sending out the invitations, you should also include a donation envelope or hand out something with the link to donate through the web site. This means that even your friends who are unable to attend will be able to make a contribution if they wish to. And... be sure to mention that all donations are tax deductible. (The IOCDF can provide gift envelopes.)
- 5.** A week or so before the party, you should call those guests who have not already sent an RSVP. Remind them about the party. The most well-attended house parties are typically the result of the host or hostess making a reminder call to the guest.

You may also want to consider telling your story about OCD in the invitation. An example has been included below, which was used in a recent house party invitation:



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Sample Invitation:



Social Media:

Instead of, or in addition to, print invitations, you can use online tools such as Facebook, Evite, and even Twitter. Using your personal Facebook profile, create a Facebook event invitation and invite everyone you are connected to on Facebook. This invitation will be the home base for getting people interested in attending your party.



Consider using Facebook's message feature to send a personal message to a handful of your closest friends, such as those who you believe will support your house party by attending, inviting others, or helping you in some other way. This message should be personal so they know it's coming from you, not from a faceless organization.



Evite is another social-planning website for creating, sending, and managing online invitations. It is easy and convenient to use. As host, you can create an invitation that is emailed to your guests. Evite allows for guests to easily RSVP. You can learn more at www.evite.com.



Once you have an online event page for your party, you can also "tweet" about it to your Twitter followers. Be sure to include a link to accept donations online for those that can't attend.

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The Party:

If the event is to start at 7pm, leave the first 30 to 45 minutes for socializing, eating, and drinking. (This also leaves time for people arriving late).

- 1.** When guests arrive, ask them to put their names down on a sign-in sheet, along with their email addresses if they wish to receive email updates from the IOCDF. They should be served drinks and snacks, as at a regular house party.
- 2.** At a predetermined time, a short introduction should be given about the work of the IOCDF. The host or hostess, or an invited speaker can deliver this. Following the introduction, an invited speaker, IOCDF staff member, or a person living with or affected by OCD will share information about OCD and the work of the Foundation, or their personal story about living with OCD.
- 3.** After the presentation has ended, a respected and well-spoken member of the gathering should stand up and thank the host (or whoever made the presentation) and call on all the guests to make a donation. At this time you should also mention that if anyone is interested in hosting a house party at their home or business then they should let the speaker or host know about it.
- 4.** Gift envelopes will be provided and can be passed to the crowd, or can be at a table or location in the room. It's a great idea to have a glass bowl or container for folks to place their gift or envelope.

It really is that easy!

The key is to be very specific from the start that the purpose of the house party is to raise funds for the project — that way your guests are clear about their role in proceedings from the beginning and won't be surprised or offended that they are expected to reach for their wallets! But make it clear that there is no pressure to donate.

The IOCDF is a particularly good cause for a house party fundraiser because very little money can go a very long way so guests will not feel pressured into contributing more than they can afford. It should be made very clear that every little bit helps and that it is okay if someone chooses not to donate at this time.

If you plan to host a fundraising house party, you should contact **Jeff Smith** at the IOCDF (**617-973-5801** or **jsmith@IOCDF.org**). He will give you any advice he can to help you plan this venture and also provide you with all the materials you will need for your presentation.

**To get started today,
contact the IOCDF development director:**

Jeff Smith
617-973-5801 or
jsmith@IOCDF.org

Jeff is available to give you any advice he can to help you plan your venture and also provide you with all the materials you will need for your presentation.



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