



**Catholic Social Services
Diocese of Charlotte**

Your Local Catholic Charities Agency

**Table Captain Information Packet
Partners in Hope Event 2013**

Packet Contents:

Welcome Letter
Table Captain Timeline
Frequently Asked Questions and Answers
Sample Invitation
Overview of Services
Guest List Form



Catholic Social Services
Diocese of Charlotte
Your Local Catholic Charities Agency

Partners in Hope
Thursday, February 28, 2013
Benton Convention Center, Winston Salem
Pre-Event Reception 5:30 – 6:30
Dinner 6:30

Dear Table Captain:

Thank you so much for agreeing to serve as a Table Captain for the Partners in Hope Event! This event is an important fundraiser for Catholic Social Services and, just as importantly, it is an opportunity for us to educate and inspire people about the valuable services we provide for children, youth, and families.

Table Captains are absolutely essential to the success of Partners in Hope. Almost all guests, 90 percent, come because they are specifically invited by someone who is expecting them to be there -- a Table Captain. As a Table Captain, you are responsible for filling a table of eight, including yourself. **The event is free to you and your guests, however, it is a fundraising event and your guests will be asked to make a donation.** As much as anything, Catholic Social Services is grateful to each guest for taking time to come and learn more about the work we do. It will be our job to inspire your guests to support our continued work in the community. Our goal is to make you feel proud of your connection with Catholic Social Services and your role as Table Captain.

This packet is intended to provide you with everything you will need to make your job easier and more enjoyable. Please feel free to contact Kristen Lennex at (336) 714-3227 or kellenex@charlottediocese.org at any time should you have further questions or need additional materials. I also invite you to call on me with any questions that you may have about Catholic Social Services. I can be reached at my desk (336)714-3202 or on my cell phone (336)414-6348 or by email: dcbullard@CharlotteDiocese.org. Thank you again for serving as Table Captain and thank you for all that you do to support the ongoing efforts of Catholic Social Services!

Warmest regards,

Diane Bullard
Office Director, Piedmont Triad Regional Office

Table Captain Timeline

November—January

Invite potential guests. We recommend that you begin by making a list of all potential guests, including personal and business associates, who might have an interest in the Catholic Social Services. Please keep in mind that the seating will be tables of 10 people each. If you find that you know more people to invite, you might want to consider filling up 2 tables.

Make it personal. The best invitation is the personal one. Invite your guests in person, by telephone or with a personal email. Give your guests more reasons to come. Tell them why you care about the Catholic Social Services. Make sure you distribute the event information card which gives the details of the event. When a guest RSVP's, send them a "Save the Date" email or a personal card as a reminder. List their contact information on the attached guest sheet.

Communicate expectations. This is a benefit for Catholic Social Services. It is always best for you and your guests to understand that this is a fundraising event. You are inviting them because you care about Catholic Social Services and you would like them to learn more about the work we do. During the event your guests will be asked to make a donation or to make a pledge to support our Partners in Hope campaign.

Encourage gifts. If an invitee is unable to attend for any reason, offer them the opportunity to support in your reply: "Thank you for considering attending the Partners in Hope event. I am sorry you will not be able to join me. The good news is that you can still support the important work of the Catholic Social Services even in your absence. If you give me your mailing address, we can mail your pledge card or you can go online and donate at www.cssnc.org. Again, thank you for your commitment to children, youth, and families." List their contact information on the attached sheet to provide CSS the information to mail a pledge card.

January 14th

Guest lists are due! Please communicate with each person you invited to confirm their attendance. If your communication is direct and personal, your guests will know you are counting on them to be there with you. Send your guest list (enclosed in this packet), to Donna Kronner with the names and contact information of each of your confirmed guests. We need this information to ensure that registration, seating, and thank you letters are efficient and effective. Remember to stay in touch with your guests up until the morning of the event. Feel free to email the guest list to: dkronner@wakehealth.edu or we have enclosed an addressed envelope should you prefer to drop it in the mail to us. Catholic Social Services will mail your guests a formal invitation card that provides all of the details for the event.

February 11th – 14th

Reconfirm the guest list. Let us know of any changes to your list with a phone call to Donna Kronner at (336)655-2876 or dkronner@wakehealth.edu

February 28, 2013 *Partners in Hope!*

Celebrate with us!

Welcome your guests. Check in for the event begins at 6:30 p.m., however, we hope that you will join us for the pre-event reception from 5:30 – 6:30 p.m. The pre-event reception is at the same location as the dinner. Please be available to greet your guests and pick up your Table Captain Package at the registration table. Please pass on our thanks to your guests for attending!

Enjoy the program. Toward the end of the program, guests will be given instructions on completing the pledge and donation information and table captains will be prompted to put the information into the larger envelope and someone will come around and collect the envelopes from each table.

Follow up after the event. Please pass on our thanks to your guests once again with a call, email, or a handwritten note after the event. Guests will also receive a thank you note for attending from Catholic Social Services.

We want to hear from you! We welcome your feedback and that of your guests. Please let us know what worked well and any challenges that you encountered so that we can address issues before any future events.

Frequently Asked Questions

1. What is my role as a Table Captain?

It's actually quite easy, but is critical to the success of our event! As a Table Captain, you will invite 8-10 (friends, co-workers, peers, neighbors, family members) to join you at your table. To avoid having empty seats at your table, we suggest that you invite more than 8 guests because everyone you invite may not be able to attend. We will make sure that everyone who attends has a seat at your table up to a total of 10 people. If you have more than 10 people, but not enough people to fill an additional table, we will do our best to seat your guests near each other. It does not cost anything to serve as a table captain and you do not have to be a sponsor.

Your guests will enjoy a free dinner and an inspiring program. Guests will be invited at the end of the program to make a pledge or contribution to Catholic Social Services. Please let your guests know that any contribution they may will be greatly appreciated. We do everything we can to make it easy for our guests to donate by accepting credit cards, cash and checks. Donations are tax deductible.

2. When should I begin recruiting?

Right away! Invite your guests by phone, email, written note, or in person. (Most people are so busy and find that several reminders are helpful!) Describe the event and your excitement about Catholic Social Services. The more you discuss the Event and the work of Catholic Social Services with your friends, family and colleagues, the more they will become invested in the agency and in the success of the event.

3. Doesn't the Diocesan Support Appeal support the work of Catholic Social Services?

Yes, Catholic Social Services relies on the support received from this campaign, however, DSA funds 20% of the costs that are required to provide services at the local regional office of Catholic Social Services.

4. What do I do after the event?

It is nice to send a thank you note to your guests. Catholic Social Services will also send a thank you note to your guests.

Sample Invitation

Hello (*friend's name*)

I am serving as a Table Captain for the Catholic Social Services'

Partners in Hope fundraising event! I would love for you to join me at my table. The Event is free and is scheduled for Thursday, February 28th at the Benton Convention Center in Winston-Salem. The evening begins with a pre-event reception from 5:30 – 6:30 and the dinner event is 6:30 – 9:00 pm.

As you may know... (Share your personal connection with and/or reasons for supporting Catholic Social Services)

This is the annual fundraiser, but Catholic Social Services realizes that there are many ways to make a contribution such as a donation of time, collaboration commitments, sharing a good idea, and for some, it's a monetary donation. Every contribution is valuable. Most important of all, we want you to come and find out about the great programs that Catholic Social Services offers children, youth, and families in the Piedmont Triad Region of the state.

Can you come?

I look forward to hearing back from you soon!

(Your name)

P.S. Please RSVP to me by January 14th so I can hold your spot at my table and get my list to Catholic Social Services!

Catholic Social Services in the Piedmont Triad

Services at a Glance

Adoption & Pregnancy Support Services

Adoption services and adoption supportive services are offered for families who are seeking assistance. Services are also available to women who are coping with a crisis pregnancy who may be considering adoption or those who need help preparing to parent.

Counseling Services

Professional counseling services are available in English and Spanish to youth and families who are in crisis free of charge. State licensed temporary host homes are offered for short-term placement of youth when families feel that a “cooling off” period is necessary to aid in the healthy relationship of a family. Counseling services in English for individuals and families are also available in Greensboro utilizing a sliding fee scale.

Food Pantry

A client choice food pantry is available for people in need. Donations of food for distribution are always appreciated.

Immigration Services

BIA accredited immigration services and translation services are offered. Catholic Social Services strives to legally reunite families who have been separated.

Parenting Classes

Parenting classes in English and Spanish are offered to people who are seeking to improve relationships within families. Classes are offered free of charge.

Project Safe Place

Catholic Social Services coordinates Safe Place locations throughout Forsyth County. Youth who are in crisis or who need a place to stay can seek help by turning to any of our 190 Community Safe Place sites. Safe Place sites can connect with us 24 hours a day to get a child the help that may be needed.

Teen Parenting Program

Catholic Social Services helps babies born to teen parents to be raised in healthy and secure households by assisting pregnant or parenting teen mothers and fathers to cope with parenthood by teaching vital decision-making skills and ensuring that new parents have the skills and support that they need to raise their child, stay in school, and become self-sufficient. Donations of diapers are always appreciated.

Wee Care Shoppe

Catholic Social Services distributes baby clothing and items to parents who are struggling to meet the financial needs of their families. Parents are invited to “shop” for free. Donations of new or gently used items are always appreciated.

Your local Catholic Charities Agency.

Table Captain Guest List
Due January 14, 2013
Please fax to (336) 714-3232 or email dkronner@wakehealth.edu
Each table seats up to 10 guests.

Table Captain Name	
City / State / Zip	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	

Table Captain Guest List for Table

Table Captain Name	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	
Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
# attending	

**Table Captain – Partners-in-Hope Additional Guest or
Requested Pledge Form to be Mailed (If “No” attending-mail pledge form)**

Please fax to (336) 714-3232 or email to kelennex@charlottediocese.org by January 14, 2013

Table Captain Name: _____

Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	
Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	
Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	
Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	

**Table Captain – Partners-in-Hope Additional Guest Attending or
Requested Pledge Form be Mailed (If “No” attending-mail pledge form)**

Please fax to (336) 714-3232 or email to kelennex@charlottediocese.org by January 14, 2013

Table Captain Name:_____

Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	
Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	
Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	
Donor/Guest Name	
Mailing Address	
City / State / Zip	
Phone number	
Email address	
Attending Y/N ? #	



☐ **I agree to serve as a Table Host for the Partners in Hope event**

My participation is voluntary and I will agree to:

- (1) Identify and invite people who share the beliefs of CSS and would be willing to support the organization's funding request**
- (2) Follow up with those who accepted the invitation to confirm their attendance**
- (3) Provide contact information to CSS for confirmed guests by the required due dates**
- (4) Attend the event and welcome guests**

=====

PLEASE PRINT

Date: _____

Print Name: _____

Street Address: _____

City, State, Zip _____

Phone Number: _____
Home Mobile

Email Address: _____