



How to Host a Team Kick-Off! Party...

A Team Kick-Off Party is the perfect way to begin a successful race season. You won't find a better opportunity to motivate, inspire and energize your friends, family, and co-workers to join you in the Walk for the Cause.

Here are some tips and instructions to get you started.

1. Plan your party

Pick a date and a venue for your event. Host it at a home, restaurant, community center, work conference room, etc. Make sure you have at least one computer with internet access so your guests can register to join your team or make donations online instantly.

Make your guest list and send out invitations. Invite as many people as possible! Make it clear that the party is about raising money for the Cause.

Prepare for the party.

Make copies of your team donation and paper registration forms, plan the food, have plenty of pens on hand so people can fill out the forms and prepare any entertainment and/or your presentation.

Educate yourself on Soroptimist International of Albany and the Walk for the Cause so you can provide your guests with an understanding of how the funds raised through the Walk will stay local and how many lives it will affect right here in our community.

2. At the Party

Talk a little about your and/or your team's personal commitment to the cause and reasons for participating. Then, give guests time to decide if they want to join your team or make a donation.

If your guests do not wish to join your team online, they will need to fill out and sign a paper registration form and mail it in—all of the teams information must be filled out so we know what team to assign them to. However, please encourage folks to register online so your team stays organized.

Provide donation forms with your team information to take home for those who do not donate or join your team at the event.

Thank everyone for coming and let them know what your fundraising goal is and to check the website for the teams progress.

3. After the Party

Mail all donations and registration forms together immediately to the address on the team donation form.

Send thank you notes to those who donated and joined your team.

Follow up with those who could not attend. Call or send an e-mail with a link to your team fundraising Web page.

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