



# OPEN DOORS

*for* MULTICULTURAL FAMILIES

...dedicated to the needs of diverse families who have loved ones with developmental disabilities and special health care needs.

## Table Captain Packet



Open Hearts for Open Doors  
2018 Fundraising Dinner & Auction



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We're thrilled that you have chosen to be a table captain for our 2018 Open Hearts for Open Doors fundraising dinner and auction on October 27<sup>th</sup>! We wouldn't be able to do this without YOU and your willingness to bring friends, families, and colleagues to the table to support Open Doors for Multicultural Families!

### **About Open Doors for Multicultural Families:**

Open Doors for Multicultural Families (ODMF) is a nonprofit charitable organization dedicated to ensuring that families who have loved ones with developmental disabilities and special health care needs have equal access to culturally and linguistically appropriate information, resources, and services. We provide quality, culturally responsive services people with developmental and intellectual disabilities and special health care needs and their families. We offer direct, one-on-one support through our bilingual/bicultural Family Support Specialists, and specialized programs to educate and empower persons with disabilities and their families. We bridge language and cultural barriers and promote culturally competent services through community collaboration, training and partnerships.

### **About Open Hearts for Open Doors:**

This event will highlight the diversity and multiculturalism in our communities. Attendees will hear first-hand from the families we serve and see example of the work we do and our impact on the community. There will be dinner, drinks, and a wide variety of auction items to bid upon. This is Open Doors for Multicultural Families' biggest fundraiser of the year, and we plan for it to be the most successful ever!

### **Table Captain Responsibilities:**

- Fill a table with 8 people, including yourself
- Remind guests, let us know if there are any changes
- Attend event and host your guests

It is our hope that this packet will provide you with everything you need to make your job as Table Captain easier and more enjoyable. Please feel free to contact Cilia Jurdy at [ciliaj@multiculturalfamilies.org](mailto:ciliaj@multiculturalfamilies.org) or 253.457.5264 at any time should you have any questions.

Thank you again for your time and support!



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## Table Captain Guide:

### 1. Make Contact

List 15 prospects. When brainstorming who to invite, think about the people around you – write down a list of friends, family members, neighbors, co-workers, and colleagues that are interested in equity, diversity, and helping the community. Remember, they must have the capacity to purchase a \$75 ticket for the event. Invite them in whichever way you feel most comfortable, whether it be email, phone, or in person. Remember, your invitation should be personal. This is an opportunity to share what YOU love about Open Doors and why you support us. You will also receive electronic versions of the save-the-date and invitation to send to your invites as a follow up. The sooner you start, the better!

### 2. Communicate Expectations

This is a fundraising event, but there is no minimum or maximum donation. Ticket price is \$75 per person and there will be a range of items up for auction. We hope that your guests will be so inspired by the work and impact of Open Doors for Multicultural Families that they also choose to make a gift at the event.

### 3. Tables of 8

Tables are to accommodate 8 people. However, things happen. To avoid having empty seats, we suggest you recruit 9 or 10 guests to fill your table. If all your guests show up, we will work to seat them at a table near you. (Contact us if you are short of 8 committed names. We will work to pair you up with a co-captain!)

### 4. Return Forms No Later than October 10, 2018

Your Guest List containing the names, addresses, phone numbers, emails, and accommodations of those who have accepted your invitation is important to us. Filling the form out completely is **critical** to ensure that your guests don't have to waste time at the registration table and that we can accurately assign tables.

### 5. Payment Arrangements

You and your guests have several options for ticket payment:

- Ask guests to pay online at <https://openheartsforopendoors.brownpapertickets.com>
- Guests can pay at registration by either bringing a check or credit card
- You pay for entire table – pay online or at registration
- You pay for entire table upfront and collect money from guests



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## **6. Reminders for your Guests**

It is important to confirm guest attendance. We will follow up with email reminders about the event which we can send directly to your guest, or you can forward to them. A week before the event, call or email all your guests to confirm their attendance. Encourage your guests to bring matching gift forms from their companies.

## **7. Table Assignments**

We use a numbering system to assign tables. Table assignments will be given at the registration table on the night of the event.

## **8. Post-Event Follow-up**

Donors will receive thank you letters with our tax ID from Open Doors from Multicultural Families, but we also ask that you thank each of your guests personally via phone or email after the event.



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## Sample invitation:

Hello NAME,

I am serving as a Table Captain for Open Doors for Multicultural Families' 2018 Open Hearts for Open Doors fundraising dinner and auction. I would love to you to join me at my table. Open Doors is a nonprofit organization that serves diverse families who have loved ones with developmental disabilities or special health care needs. *(Here put your personal connection to ODMF and why you support the work we do).*

Open Hearts for Open Doors will take place at the Mercer Island Community Center on Saturday, October 27<sup>th</sup> from 6:30-10pm. It will be a fun night out to eat, drink, and bid on some exciting items. You will be able to learn more about the work Open Doors is doing in the community and the families they serve.

Open Hearts for Open Doors is our biggest fundraiser of the year. Funds earned from this auction will go towards supporting programming for diverse people with disabilities and their families. Programs that:

- Educate and train parents in their first language on how to advocate for their child in school and in the community along with in-home support services.
- Organize and cover the cost of social activities for families who are often isolated from other parents/families both by their child's disability and by economic hardship.
- Help young adults transition from school to work; teaching them life skills and self-advocacy techniques.

Tickets are \$75/person, with the opportunity to donate during the event. A variety of payment methods and schedules are accepted.

I would be thrilled if you would join me at my table! Please RSVP by October 10<sup>th</sup>. You can purchase tickets at <https://openheartsforopendoors.brownpapertickets.com>

Kind regards,  
YOUR NAME



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## Helpful Data, Stats, and Stories:

- Annual **Adaptive Kayaking and Cycling** event happened July 7th, which had 600 people register – double from last year! Over 500 attended
  - **Over 100 volunteers** donated their Saturday to work the event and ensure everyone was engaged and having fun in an inclusive, safe environment.
  - Families from all different cultural and linguistic backgrounds attended.
- 2017 Statistics
  - **92% of our total expenses was spent on program services**
  - **1192 families received our services in 2017**
  - 229 youth served through our Youth Program
  - 819 copies of our Life After Highschool Transition Guide disseminated
  - 131 people served through our Homelessness Prevention program
  - 144 children 0-6 with developmental disabilities/special health care needs served
  - Aging and Disability services served 85 caregivers
- Recent testimony from a mother, Amelia, whose apartment burned down, leaving her and her children homeless: “When I first called, I was at rock bottom, feeling hopeless, helpless...homeless. I called a lot of companies and [ODMF] is the only one able to help me all the way through. I am very impressed. [ODMF] helped me bring my life back, put it back together again.”

**“I hope everyone knows how valuable ODMF services are”**

  - In regards to Tamara, our homelessness prevention case manager: “She brought life and joy and hope to myself. She’s like an angel, a god sent. She’s helping me with everything and I am so impressed”
- Hired Community Engagement Assistant who is a Self-Advocate that went through our program in the beginning and continued to volunteer over the years. She is now working to help empower and engage others!
- Youth Program is expanding
  - Youth Case Resource Managers work one on one with at risk youth to ensure graduation



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- After school clubs for physical and social emotional health happening Fall 2018 for youth ages 10-14
- The Advocacy Program hosted a **Seattle Mayoral Candidate Disability Forum** between then-candidates Jenny Durkan and Cary Moon. Over 85 people attended with 6 language interpreters, including ASL and CART services. Self-Advocates and parents were able to ask their disability related questions directly to the candidates.
- Early Learning program is expanding



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## Confirmed Guest List:

Your Name: \_\_\_\_\_

Please send us your guest list by **October 10, 2018** to [ciliaj@multiculturalfamilies.org](mailto:ciliaj@multiculturalfamilies.org)

Please use this form to let us know who will be sitting at your table (yourself, plus seven confirmed guests).

Complete the contact information fully. Thank you!

| Name | Address | City, State, Zip | Telephone | Email | Accommodations, dietary, etc. |
|------|---------|------------------|-----------|-------|-------------------------------|
| 1.   |         |                  |           |       |                               |
| 2.   |         |                  |           |       |                               |
| 3.   |         |                  |           |       |                               |
| 4.   |         |                  |           |       |                               |
| 5.   |         |                  |           |       |                               |
| 6.   |         |                  |           |       |                               |
| 7.   |         |                  |           |       |                               |
| 8.   |         |                  |           |       |                               |
| 9.   |         |                  |           |       |                               |
| 10.  |         |                  |           |       |                               |