



# Hosting A Global Scholars Vision Gathering

## Donor Toolkit & Host Guide

Nothing is as powerful as a personal referral. Whether you're looking for a great restaurant, shopping for a new car, considering another physician, or researching a potential investment, your friends' opinions make a big difference. The same is true for fundraising. People may know very little about a particular ministry, but if they know that you support it, then they might be willing to learn more.

A Global Scholars Vision Gathering is a small, informal friend-raising event. Here is what you need to know to host this gathering.

### **1. What is the purpose of a Global Scholars Vision Gathering**

People give to people and organizations they know and love. A Global Scholars Vision Gathering is an opportunity to introduce your friends to our organization. We want to tell our story to new friends who might be interested in supporting our mission. During the gathering we will share testimonies of how the Lord is using our ministry to reach people for Christ. We will also share details about our fundraising needs.

### **2. Will you take an offering or ask for money that evening?**

No. The purpose of this gathering is to meet potential donors and make connections. We will not be asking for a gift for two reasons: a) your home is not an appropriate setting, and b) people will not come prepared to give. At the end of our presentation we will hand out a response card and ask for the opportunity to visit personally with those who are interested.

### **3. What are your expectations for me?**

You can help us in five ways:

1. Invite your friends with a letter and follow up phone call.
2. Prepare light refreshments for the gathering.
3. Share about your relationship with our ministry at the beginning of our meeting.
4. Thank your friends for coming with a note or phone call.

5. If you are comfortable, join us on our follow-up visit with your friend(s).

### **4. Where should I hold this event?**

Successful events can be held in many different locations like restaurants, hotel meeting rooms, country clubs, church fellowship halls, our ministry's board room and even backyards. The most welcoming atmosphere is in your home. The best location is an informal, relaxed setting where friends can meet new friends.

### **5. Who should I invite?**

Invite people who have a heart for ministry and the capacity to give a significant gift if the Lord would lead them to get involved. Think of key leaders in your church, business associates, family and friends.

### **6. How should I invite my friends?**

This event only takes 30 days to organize. Start with an invitation letter and then follow up with a phone call. Your letter should express your appreciation for our ministry and how you are involved.

Here are some sample sentences:

"Jim and I are inviting a few friends to our home to meet [Name] from Global Scholars. We would love for you to join us. [Name] will be sharing how the Lord is using Global Scholars to reach the next generation for Christ. We will not be taking an offering that evening, but [Name] will be available to make appointments to personally visit those who would like to talk further about supporting Global Scholars."

### **7. How many should I invite?**

The ideal number depends on how many individuals you can comfortably fit into your space. Most homes can accommodate a group of 20-25. Remember, it's not how many are in the room, but who is in the room that counts. Send an invitation letter to twice as many people that you hope will come.

# GUEST LIST

**8. Do I need to prepare dinner?**

Some hosts/hostesses are wonderful chefs who want to prepare a banquet. While that is very gracious, we are really looking for a simple fellowship time with coffee and dessert. At the end of the evening we plan to mingle with folks to schedule followup meetings. This is easier to accomplish in conversations of two or three as opposed to a sitting at a formal dining room table.

**9. What happens after the event?**

Please send a personal note or make a quick phone call to thank everyone who attended. If you invited friends who were not able to come, call them to share the blessings of the evening and invite them to a future event. We will contact those who indicated an interest in learning more about our ministry. Please let us know if you would like to accompany us on a follow-up visit. We would love to have you come with us.

**10. What is the schedule for the evening?**

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

| GLOBAL VISION GATHERING SUGGESTED SCHEDULE |              |
|--|--------------|
| 6:30 PM                                    | Coffee       |
| 7:00 PM                                    | Presentation |
| 7:45 PM                                    | Q & A        |
| 8:00 PM                                    | Dessert      |
| 8:30 PM                                    | Dismiss      |

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1 Timothy 6:18-19 (NIV) "Command them to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life".