



## what is the goal?

### **Know your audience and ask yourself some of these questions:**

- Do I want to ask each person to give? Each couple? Each family?
- Do I have an overall fundraising goal for the event?
- Do I want to ask people for a donation in person? Or, do I want to include a donation request on the invitation?

## what to do with donations

### **Option 1:**

If you send out e-invitations to each guest, include a link to the DONATE NOW [ <http://okfoodbank.org/events/take-a-seat/donate-to-take-a-seat/> ] page for the Community Food Bank of Eastern Oklahoma. Encourage your guests to donate online prior, during, or after the event by following the link. Guests will also be given the option to designate their gift towards a Take A Seat event.

### **Option 2:**

Collect cash or checks at your event from your guests. If you select this option, the food bank will supply donation receipts for the guests to complete when you collect the gifts. Once the donations are collected you can either drop them off at the food bank, mail them directly to the food bank, or have a member of the food bank staff collect the donations in person following your event.

### **Option 3:**

Collect cash during your event from your guests. Following your event, you can make an online donation on behalf of your guests for the total amount collected at your event. For example, if you collect \$5 from each person and you have 10 people at your event, you can make a \$50 donation online on behalf of everyone present at your event.

### **Option 4:**

The Community Food Bank of Eastern Oklahoma will happily work with any Host to find a suitable solution for collecting donations. If you have another idea, please let us know by contacting Cathy Wilkie at [cwilkie@okfoodbank.org](mailto:cwilkie@okfoodbank.org) or call 918-936-4544.