

Thank you for your support and interest in DIY fundraising for Donate Life Northwest! Here are some important tips and pointers to organize your fundraiser.



## Plan!

- Contact Donate Life Northwest Development staff ([development@donatelifenw.org](mailto:development@donatelifenw.org), 503-494-7888). We'll need to know the following:
  - Date, time, location of event
  - Approximate number of guests
  - Whether you are choosing to make donations mandatory or optional
- Incorporate the "Gather for Good" theme into your event. Let guests know that they will have the opportunity to make a financial contribution to a worthy cause!
  - Include the Gather for Good and/or Donate Life Northwest logo or website links into your email or printed invitations.
  - Let guests know the event is a fundraiser for Donate Life Northwest and all contributions are tax deductible.
- Request materials from Donate Life Northwest, either online or by calling 503-494-7888. For example, we can provide contribution envelopes, brochures, registration forms, tablecloth, a *Threads of Life* quilt, pens, DVD's, Power Points, etc.
- All of your party-related expenses are considered in-kind contributions, thus tax deductible. Let us know after your party the total amount and we can provide an acknowledgement letter.

## Suggestions for a successful event

- Thank guests for supporting Donate Life Northwest.
- Plan to say something to your guests: thank them for coming, tell them what Donate Life Northwest is/does and why they inspire *you* to give.
- Share a personal story about donation or transplantation, or show a video from Donate Life's Youtube channel.
- Ask guests to make a contribution.
- Have Donate Life Northwest contribution envelopes available.
- Make a contribution box for guests to place their contributions.
- Use the Gather for Good Planning Packet to track all financial donations.
- Let guests know their contributions are tax deductible and Donate Life Northwest will send an acknowledgement letter for their records.

