

# TIPS FOR HOSTING A MEET-UP



Although we live in a digital age, a meet-up is a powerful way to forge relationships. When ChildFund sponsors share their story with friends, family and community members, amazing things happen for children. You'll also find it a rewarding experience to join with others who share the same passion for helping children.

## Getting Started

The first step is to find and connect with fellow sponsors, donors and other people who are simply interested in helping children and learning more about ChildFund.

- 1) Use the power of social media to make connections with fellow ChildFund supporters (e.g., Facebook, LinkedIn, Twitter and blogs).
- 2) Post a message on your own social networks and on ChildFund's social media sites, asking to connect with fellow sponsors and donors in your area of the country. Be sure to request e-mail addresses.
- 3) Spread the word locally (e.g., service clubs, church, school, neighborhood and your children's events).
- 4) Decide on a meeting place. Usually a neutral location works well for a first meeting, perhaps a coffee shop, restaurant or library depending on the size of your group. Meeting in someone's home may work well for future dates, or if you know all the members and feel comfortable hosting.
- 5) Once you have a list of interested people, follow up with e-mail invitations. Include a date, time and location and some details about ChildFund and topics you'd like the group to address.

Here's a sample introduction to help you get started on your meet-up invitation:

*If you are concerned about children's rights and welfare on a global scale and want to be a positive influence in the world, join us for a ChildFund meet-up on \_\_\_\_\_ at \_\_\_\_\_.*

*Individual ChildFund sponsors and donors make a tremendous difference in the lives of children. By joining together and sharing ideas, we can increase our impact!*

*We can do this by raising public awareness of ChildFund and its mission and creating local fundraising events to benefit children's greatest needs around the world.*

In your invitation you may also wish to include a few facts about ChildFund.

- ChildFund is a well-respected humanitarian organization with more than 70 years of experience working worldwide to improve the lives of children.
- ChildFund helps deprived, vulnerable, and excluded children, giving them the opportunity to thrive as children and become young adults, parents and leaders who bring lasting and positive change to their communities.

- ChildFund is accredited with the Better Business Bureau, Charities Review Council and InterAction.
- As a founding member of the ChildFund Alliance, ChildFund works with 11 other organizations around the globe to create supportive environments for children.
- Learn more about ChildFund at [www.ChildFund.org](http://www.ChildFund.org).

## Preparing for Your First Meeting

ChildFund offers several tools to help you prepare for the meet-up:

<http://www.childfund.org/ChildFund-Tool-Kit>

You'll find ample information to share with members including a PowerPoint presentation with talking points.

You can easily print fact sheets, photographs, FAQs and more for your group.

*Note: If your group decides to raise funds for ChildFund, check with ChildFund's customer service department to arrange contact with your region's development officer.*

## Hosting a Successful Gathering

Begin and end on time, keeping the first meeting to 1 hour.

### Introductions

- Arrive early to ensure the meeting space is in order.
- Introduce yourself and get the meet and greet started.
- Provide name tags and pens.
- Have a sign-in sheet to verify names, addresses, phone numbers and e-mail.

### Program

- 1) Welcome
- 2) Provide a general overview of ChildFund.
  - History of organization in brief
  - An overview of programs and services
  - Role of sponsors and donors
  - Its work in 31 countries around the world
- 3) Share your personal story of sponsorship.
  - Pass around photos and letters from your sponsored child.
- 4) Open the floor to others for sharing stories of sponsorship and involvement in children's issues.
- 5) Plan a vision and goal for the group
  - Discuss how your group wants to be involved (e.g., building awareness of ChildFund's mission, contributing to an existing ChildFund Fund a Project, promoting the *Gifts of Love & Hope* catalog, starting a local fundraising event.)

- 6) Encourage attendees to visit ChildFund's website, subscribe to the blog and participate in ChildFund's social media sites.
  - Website: <http://www.childfund.org>
  - Blog: <http://childfundinternational.wordpress.com>
  - Facebook: <http://www.facebook.com/ChildFundInternational>
  - Twitter: <http://twitter.com/childfund>
  - Youtube: <http://www.youtube.com/childfundtube>
  - LinkedIn: <http://LinkedIn.com/companies/childfund-international>
  
- 7) Set a date, time and location for the next meeting.
  
- 8) Follow up within a week with an e-mail to thank members for their attendance and invite feedback.
  - Include notes from the first meeting and what to expect next.