



## HOUSE PARTY KIT

### HOSTING A HOUSE PARTY

is a great way to bring friends, colleagues and family members together to raise funds for American Corporate Partners (ACP). This toolkit will help you create a fun and engaging event that introduces ACP to new supporters and increases ACP's visibility.

We encourage your creativity and resourcefulness in hosting a small or large party, which could take place in your home or office, local park or restaurant.

ACP will provide you with promotional materials, donation/pledge cards, and any guidance you may need in making your event a success.

We will rely on your initiative, contacts, and creativity in moving your house party forward. This includes:

- Thinking about what event will work best for you and identifying your target audience;
- Identifying a space;
- Brainstorming creative ways to market, create and distribute invitations or e-blasts;
- Underwriting the costs associated with the event by asking colleagues/friends/restaurants to co-host and/or help you in planning the logistics; and
- Creating an achievable fundraising goal.

Your support is greatly appreciated and we look forward to hearing your ideas!

### THE ACP HOUSE PARTY KIT INCLUDES:

- sign-in sheet
- pledge form
- organization overview

### FOR MORE INFORMATION, PLEASE CONTACT:

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Manager of Fund Development  
American Corporate Partners  
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New York, NY 10017  
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212-752-0700



# HELP ACP THRIVE BY HOSTING A HOUSE PARTY!

## FORMAT

It could be a summer BBQ, a birthday party, an evening cocktail party, a weekend brunch, a Lunch and Learn at your office, or any other type of event that you enjoy. You know what will work best for your friends and colleagues. Choose a place where you and your guests will be most comfortable. This could be at your own home or apartment, or a meet-and-greet at your workplace. Please contact Genevieve King, Manager of Fund Development, so we can work with you directly to plan and implement a fun and successful event.

## WHAT TO SERVE

Refreshments can be as simple or as complicated as you like. You could consider seeking help from friends who like to cook or local restaurants who may be sympathetic to our cause. Make the event a potluck, or provide refreshments yourself.

## WHO TO INVITE

Friends, family members, colleagues, acquaintances - it's up to you to decide who to invite, get out the invitations (mail and/or email) and keep track of who is coming, so you will know how many to prepare for. Follow-up emails and phone calls will definitely increase attendance.

## LOGISTICS

- Let guests know how to get to the event location, where they can park, and if there is nearby public transit available.
- Ask a friend or two to serve as greeters, if needed. They'll answer the door, take coats, make sure people sign in and help collect checks.
- Let ACP know if there are any further materials or support we can provide for your event.
- At some point during the event, take 10 minutes to welcome guests and explain how you are connected to ACP. Briefly walk guests through ACP's key programs and our impact so far. Consider showing our video, which is available at [acp-usa.org/about-us/program-overview](http://acp-usa.org/about-us/program-overview). Encourage your guests to visit the ACP website and ask them not to leave without filling out a pledge form. ("Please sign up to support ACP. You can give tonight using these donor pledge forms [*hold one up*] or donate online at [ACP-USA.org](http://ACP-USA.org).")
- Consider setting a fundraising goal for the event and announce it to guests when you ask for their support at the event.



PLEASE SIGN IN

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_



## CONTRIBUTION FORM

### CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Email \_\_\_\_\_

### GIFT INFORMATION

This gift is ☐ In memory of ☐ In honor of

\_\_\_\_\_

*Please Notify*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occasion \_\_\_\_\_

### I WOULD LIKE MY GIFT TO BENEFIT

- ☐ General Support
- ☐ ACP's Women's Veteran Mentoring Program
- ☐ ACP's Spouse Mentoring Program
- ☐ ACP's Bridge Program, in support of veterans with mental wounds

### PAYMENT INFORMATION

- ☐ Check Enclosed
- ☐ Stock Transfer
- ☐ Wire or ACH Transfer
- ☐ Donor Advised Fund
- ☐ Credit Card

Card number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

### I AM INTERESTED IN

- ☐ Including ACP in my estate plan
- ☐ Contributing a gift of stock or securities to ACP
- ☐ Receiving ACP's monthly newsletter
- ☐ Learning about becoming a mentor
- ☐ Hosting an event in my home/workplace

### DOES YOUR COMPANY HAVE A MATCHING GIFT PROGRAM?

Double your investment to ACP by asking your company to match your gift to ACP.

**YOU CAN ALSO MAKE YOUR GIFT ONLINE AT**  
**[acp-usa.org/donate](http://acp-usa.org/donate)**

FOR MORE INFORMATION contact the ACP Fund Development Team at 212-752-0700

# ACP Helps Veterans Find Their Next Career



## ACP Mentors Can Help With:



Résumé review and interview preparation



Networking



Work-life balance and time management



Career exploration

**American Corporate Partners (ACP)** is a nationwide, nonprofit organization that proudly assists America's veterans and military spouses in their transition from the military to finding their next career!

We provide professional development guidance through free mentorships from corporate professionals, networking opportunities and online career coaching.

Since 2008, ACP has assisted more than 15,000 veterans, and our veteran mentoring program is open to all post-9/11 veterans and active duty military spouses.

**Please visit [acp-usa.org](http://acp-usa.org)**