

Fundraising events are both meaningful for both attendees and Affinity Mentoring. Not only does it raise funds from sponsors and guests, but it can also introduce the mission to new people while cultivating current supporters to give even larger gifts. The Events Committee has the following purposes:

- 1) **Information:** Gather/share information about potential donors, guests, sponsors and build the list through personal and professional networks.
- 2) **Invite:** Personally invite donors and prospects to participate.
- 3) **Ask:** Support the organization to achieve the fundraising goals by asking for silent auction donations, sponsorships, donations, etc from the identified list of prospects.
- 4) **Mission Focus:** Help plan the event by providing feedback on overall event plans and how to best connect guests to the mission at the event (NOT managing event logistics).
- 5) **Thank:** Make the donors feel special by personally thanking them after the event.

**Responsibilities:**

- Assesses current attendee and sponsor lists and identifies gaps in various networks.
- Creates an ongoing list of attendee and sponsor prospects that fit the previously identified gaps.
- Secures in-kind donations for the silent/live auction.
- Secures corporate sponsorships.
- Invites individuals to attend.
- Manage volunteers who help the day of the event.
- Creates an ongoing list of Events Committee member prospects.
- Attends events and helps by welcoming and networking with guests.

**Business:**

- Meets monthly August - June to help plan Affinity's Fall and Spring fundraising events (Cuentos y Comida and Better Together).
- Meets periodically for working sessions (fundraising, tastings, venue tours, thank you calls).
- Committee is made up of board, staff, and qualified non-board members (chaired by the Development and Communications Director).

**Staff Roles:**

- Manages overall event logistics and planning.
- Provides financial reporting, templates, donor lists, invoices, and answer questions.
- The Development and Communications Director and Office Coordinator lead meetings and take minutes.