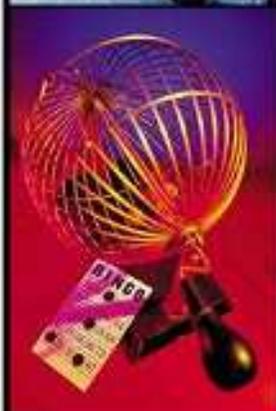


HOW TO HOST A CARD PARTY

YOUR GUIDE TO
PLANNING
&
IMPLEMENTING
A
CARD PARTY
FUNDRAISER
FOR
LIFECARE ALLIANCE



**LIFECARE
ALLIANCE**

Nourishing The Human Spirit.

ADMINISTRATIVE OFFICES
1699 W. MOUND STREET
COLUMBUS, OH 43223

MEAL DISTRIBUTION FACILITY &
L.A. CATERING EVENT CENTER
670 HARMON AVE.
COLUMBUS, OH 43223

FOR MORE INFORMATION, PLEASE CONTACT
SARA MARTIN-FULLER (DEVELOPMENT MANAGER)
AT (614) 437-2804 OR
SMARTIN-FULLER@LIFECAREALLIANCE.ORG

About LifeCare Alliance



Formed in 1898, LifeCare Alliance is Central Ohio's first in-home health care agency, Ohio's first agency to provide visiting nurses, and the nation's second agency to deliver Meals-on-Wheels. LifeCare Alliance is a not-for-profit organization that provides a comprehensive array of health and nutrition services to older adults and chronically ill or homebound residents of Central Ohio through its signature programs: Meals-on-Wheels, Senior Dining Centers, Wellness Centers, Help-at-Home, Visiting Nurses, Columbus Cancer Clinic, Project OpenHand-Columbus, and Groceries-to-Go. The Agency's mission is *to lead the community in identifying and delivering health and nutrition services to meet the community's changing needs.*

LifeCare Alliance has emerged as a national leader in merger collaborations, having successfully completed three in the last seven years with Meals-on-Wheels of Madison County, Project OpenHand-Columbus and the Columbus Cancer Clinic. These mergers have eliminated or reduced costs and the redundancy of services in Central Ohio, resulting in more funds for programs, enhanced services and an increase in client access to basic needs.

LifeCare Alliance has begun several social entrepreneurship endeavors to provide added funding for our clients, including L.A. Catering, meal sales, corporate wellness programs and immunizations.

For additional information on these and other programs and services provided by LifeCare Alliance, please visit our website at www.lifecarealliance.org or call **614-278-3130**. You can also follow us on Twitter and 'like' LifeCare Alliance on Facebook!

The World's Largest Card Party

- ♣ Engage your friends, family, church, neighborhood, organization, school, or other group in joining LifeCare Alliance's efforts to assist fellow Central Ohioans in need!
- ♣ You can choose the *specific* date, time, location & activities!
- ♣ Your card party can be as simple or extravagant as you like!
- ♣ Ticket prices are up to you! Below are some helpful facts and figures that you may want to consider as you plan your price:

\$25	Provides 5 Meals-on-Wheels and a daily visit to low income, homebound and chronically ill clients.
\$100	Provides 2 months of household chores and cleaning for low-income and chronically ill clients who cannot remain in their homes without assistance.
\$250	Provides 25 pantry bags, containing a comprehensive combination of nutritional food, supplements, personal hygiene products and household cleaning products to low-income individuals and families living with active cancer and/or HIV/AIDS.
\$750	Provides 16 wellness checkups to un-insured and under-insured, low-income individuals who have limited access to health care. We often become their primary care provider.
\$1200	Provides 15 life saving mammograms and cancer screenings for low-income individuals.

- ♣ You are more than welcome to incorporate board games, video games or any other ‘extras’ you desire into your event!
- ♣ Sorry! Gambling, games of chance &/or money-prizes are *not* permitted. We apologize for any inconvenience.

A card party produces immeasurable results in just 5 simple steps: *pledge, plan, promote, play & pay-it-forward!*

5 Simple Steps for Planning a Card Party

1. Pledge!

Confirm your card party commitment with LifeCare Alliance’s Community Affairs Department. You can do this two ways:

- (1) **Register online** by going to www.cardpartyhost2011.kintera.org, or by following the link to this registration page via our website: www.lifecarealliance.org.
- (2) **Register via fax or mail:** Fill out the *Card Party Commitment Form* found in the back of this booklet and send it back to us. A printable PDF of this form is also available online at our website for your convenience.

2. Plan!

- ◆ **Brainstorm** with a planning committee. Decide upon a date & time, location, target audience, admission price, event timeline, any ‘extras’ offered (i.e., refreshments, door prizes, etc.), any restrictions or rules (i.e., age, types of games permitted, team sizes, etc.), goals, event theme (if desired), number of event volunteers needed and tasks, advertising/recruitment methods, etc.
- ◆ **The possibilities are endless**—feel free to be creative and enjoy the planning process!
- ◆ Please **contact LifeCare Alliance at any time** with any questions or concerns you may have as you map out your event details. We are here to support you! Contact details are on both the front and back of this booklet.



3. Promote!

- ◆ Once you have committed to hosting a card party for LifeCare Alliance, we'll supply you with some LifeCare Alliance marketing materials that you can use to promote your event.
- ◆ Some groups prefer to hold an official card party 'kick-off' at church, work, school, their home, etc. a month or two prior to the event. This allows them to announce their event in-person, collect contact information from interested parties, immediately answer questions from potential participants, provide literature about LifeCare Alliance, distribute event flyers and details, and so forth.
- ◆ Display and distribute card party materials/flyers in strategic locations to recruit participants.
- ◆ Spread the word through newsletters, emails, blogs, social networking sites, voicemails, phone calls, letters or event invitations, presentations and any other verbal or written announcements to which you may have access!
- ◆ Include information on date, time, venue, event incentives and/or restrictions, and other important event logistics.



4. Play!

- ◆ Make sure event set-up is complete at least 45 minutes before guest arrival. The specifics surrounding these logistics will vary, depending on the scope and variety of your event, but generally preparations will include: seating, refreshments, entertainment up and running, etc. Event staff should be in place at 15 minutes before expected guest arrival.
- ◆ Let the games begin! Be sure to assign event helpers to registration to check guests in, confirm contact details* (name, address, email & phone numbers, photo consent forms, etc.) and other information for follow-up announcements and thank-you letters, as well as informing guests of any day-of event details upon arrival.
- ◆ Optional: Have some spare cards and games on-hand, in case any guests forget their supplies and/or find they would like some more options over the course of the event.



**LifeCare Alliance would like to issue formal thank-you letters to your event's participants, which may be used for their tax purposes. Please make sure to collect the contact details indicated above for this reason!*

5. Pay-It-Forward

*Congratulations on a job well done!
Here are some tips on how to successfully wrap-up your event...*

- ◆ Announce the results of your card party to all those who participated. Do so with thank-you letters, as well as posters hung in central locations, verbal announcements, etc.
- ◆ We will acknowledge your event/donation on our website and social media sites, and/or with write-up in our quarterly newsletter(s) and/or annual report!
- ◆ Make sure to come camera-ready if you provide us with the proceeds from your event in-person — if you are willing, we will want to take plenty of photos to congratulate you on a job well done and recognize you for your invaluable contributions! 😊
- ◆ If you have any photos from your event that you would be willing to share with us as we acknowledge your event, please let us know! Please also be sure to have signed consent from those individuals in the photos that we may use them – a form can be provided to you.
- ◆ Under most circumstances, if your event included the collection of any pantry donations, we can assist you with the pick-up/delivery of these items. Just let us know your needs!





Deal us in!

Fill out the form below and mail it to LifeCare Alliance.
We'll contact you to finalize your commitment to be a host site
for Central Ohio's Largest Card Party!

Name

Company/Organization (if applicable)

Street Address

City

State

Zip

Phone

Email

PLEASE SEND YOUR COMPLETED FORM TO:

LifeCare Alliance
Attn: Charity Blair
1699 West Mound Street
Columbus, OH 43223
Fax: (614) 278-3143
Phone: (614) 437-2902
cblair@lifecarealliance.org

For your convenience, this form is also available online as a printable PDF;
please visit our website at www.lifecarealliance.org.

Thank you for joining us in *Nourishing The Human Spirit!*



Other ways to contribute to LifeCare Alliance:



VOLUNTEER!

Meals-on-Wheels

MOW Meal Delivery Driver

MOW Holiday Driver

MOW Kitchen Assistant

Project OpenHand-Columbus

POHC Meal Delivery Driver

POHC Office Specialist

Groceries-to-Go

Inventory/Stock Specialist

Pantry Delivery Driver

Office/Clerical Specialist

Wellness Centers

Wellness Center Receptionist

Help-at-Home

Homemaker

Pet Care Program

Dining Centers

Dining Center Program Aide

Columbus Cancer Clinic

Mammography Screening Assistant

Wigs & Prostheses Assistant

Young Professionals Group

Cancer Rays

LifeCare Alliance Administration

Office Assistant

Special Event Participation

Big Wheels

Wine Around the World

Saks: Key to the Cure

Standing Committee membership

Resource Development Committee

Information Technology Committee

Strategic Planning Committee

Nominating Committee

Human Resources Committee

Marketing and Public Relations Committee

Risk Management Committee

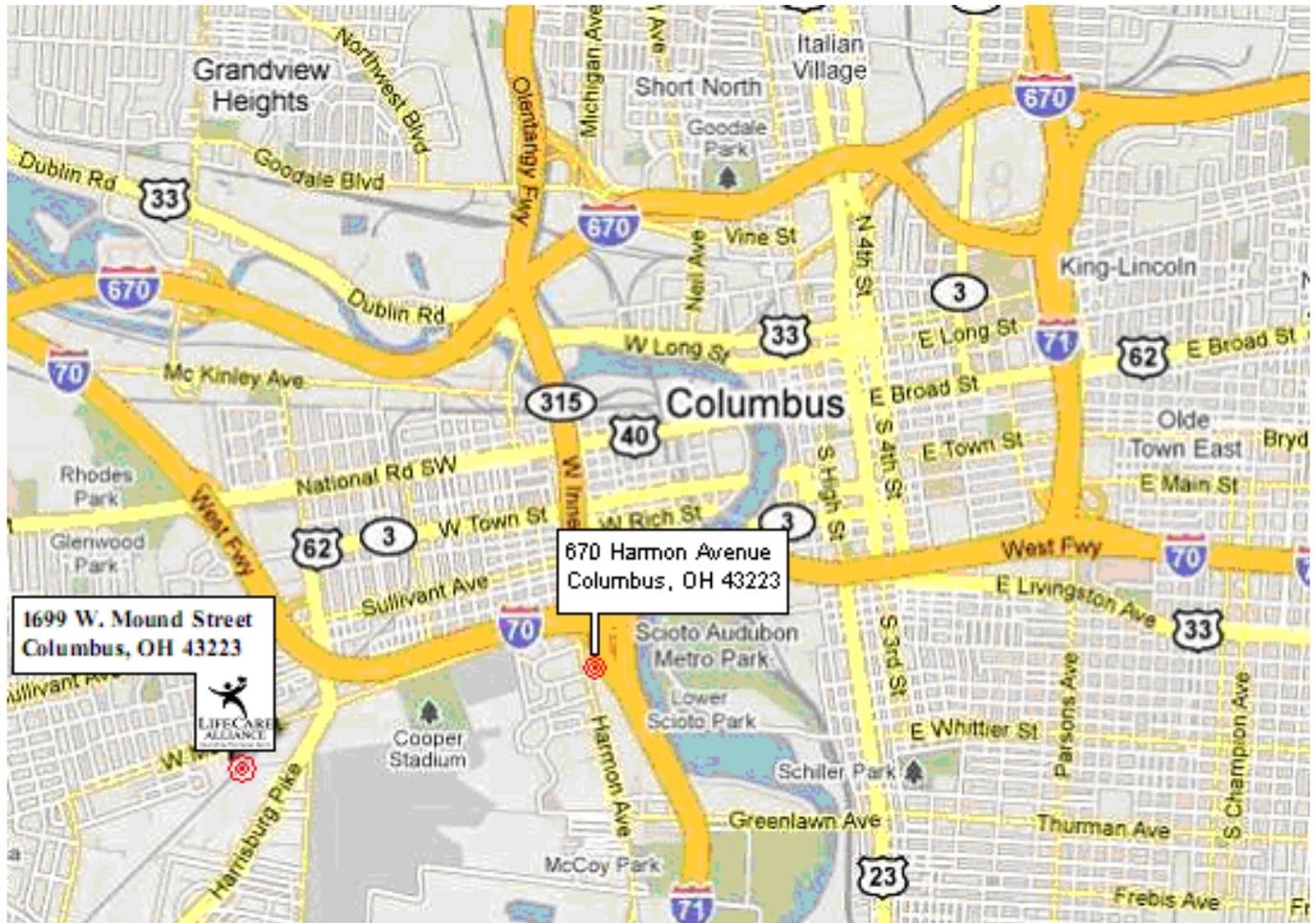
Board of Directors membership

We are proud that 365 days a year, LifeCare Alliance is in homes & neighborhoods throughout our Central Ohio community, doing what we do best: “Nourishing The Human Spirit” and substantially improving and changing lives. This incredible feat is only possible because of people like you!



*On behalf of LifeCare Alliance and the clients we serve: **THANK YOU** for your contributions!*

LifeCare Alliance – Locations



Administrative Offices

1699. W. Mound Street
Columbus, OH 43223
(614) 278-3130 - Services
(614) 444-MEAL - Volunteer Opportunities
(614) 278-3143 - Fax

Meal Distribution Facility, L.A. Catering Event Center

-&- Carrie's Café
670 Harmon Avenue
Columbus, OH 43223
(614) 437-2989

www.lifecarealliance.org

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