

## How to Host an Accola House Party

We all know friends, family members, colleagues, former classmates, and business associates who know you serve on the Accola board and may want to know more about Accola. One of the best and easiest ways to introduce them to the work of Accola and its programs is to invite them to your house, invite Matt, serve some wine and cheese, and let the conversations flow. Here's how to do it:

1. Prepare a list of friends, family members, neighbors, and colleagues who you think would like to know more about the work of Accola.
2. Call Ralph Scorpio or Matt, tell them you'd like to host a house party, and give some possible dates. Don't hang up until you and Ralph or Matt have committed to a date and time.
3. Send out invitations to your guest list. A sample is provided. You may also consider sending an email invitation. If you prefer to have someone else handle invitations, just let Ralph know and he will make it happen.
4. If you would like your guests to donate at your party, make it clear in the invitation and ask the staff to supply donation envelopes and/or a QR code.
5. Purchase some wine, beer, cheese and crackers, or just coffee and desserts. Keep it simple.
6. When guests arrive, encourage them to mingle and snack. Ask guests to sign in with their contact information, especially address, phone number, and email address.
7. Introduce Matt to the crowd, talk briefly about why you're on the Accola board, what you've learned and discovered since being on the board, and why you think they'd be interested in hearing what Matt has to say.
8. Let Matt speak. Then encourage your guests to ask him questions.
9. If the invitation mentioned there would be a solicitation, ASK! Distribute envelopes. Encourage donations! Don't be shy! Have people write checks to Accola or use the QR code.
10. Encourage your guests to learn more about Accola by visiting our website – [www.accolamn.org](http://www.accolamn.org). Encourage them to arrange a tour of Learning In Style School and Sarah's. . . an Oasis for Women.
11. If your invitation did not say there would be a solicitation, mention that the website includes contact information to make a donation at a later date if they wish.

**Staff Contact: Matt Halley**  
**Ralph Scorpio**

**612.203.1900**  
**651-690-7097**

[mjhalley@accolamn.org](mailto:mjhalley@accolamn.org)  
[rscorpio@accolamn.org](mailto:rscorpio@accolamn.org)