# Host a Meal For International Projects Check List for Host

The Board invites you to host a meal at your home before the end of May 2014 to raise funds for International Projects.

Your aim is to ensure your guests to enjoy their meal, the company and the experience of Rotary, and to raise funds via donations for the very worthy cause of International Projects. A secondary goal is to encourage your guests to join Rotary, if appropriate.

The style of meal, if a dinner, should be at least 2 courses with non-alcoholic and alcoholic beverages and can be based on a particular international cuisine e.g. Thai or Italian.

The guests can be your friends, family or colleagues. They should receive a written invitation from you to the meal as well as a verbal one. They should understand they are expected to make a donation to Rotary International Projects.

The donation your guests make is not tax-deductible, like most Rotary donations. The amount is up to them, but as a guide, you can suggest it is not less than $60 each, which is what a person might pay at a local restaurant for 2 courses and a glass of wine. There is no limit to what they can donate.

You need to be aware of what you will be donating yourself in order to raise donations from your guests. You will be donating your facilities, labour and a majority of the cost of the food and beverages served at the meal. A typical 2-course meal can cost $30 per person for ingredients. Non-alcoholic and alcoholic beverages of ½ bottle each per person can cost $7.50 per person.

You can ask another Club member who is not able to host a meal in their home to help you with their time or with a contribution towards the costs.

The Club has sourced sponsorship from local shops. For example, Midway Cellars will donate two dozen bottles of wine to the Club for these meals. You can expect some of this sponsorship to assist with costs and you may also be able to find donors of food and beverages yourself

What do you need to do? To prepare well and try to raise the maximum funds, the following checklist is provided, along with a template invitation.

## International Projects Meal Checklist

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| **Before** | |
| Identify constraints | * Consider your space, dining table, crockery, cutlery and glasses to determine how many guests to invite. * Select the style of meal – a breakfast, lunch or a dinner. * Choose the best date and time for the meal. * Set a RSVP date. * Identify the people you know who would make a donation of at least $60 to a worthy cause. * Identify your meal courses and style based on your cooking skills and interests. * Identify the resources available to shop for, cook and host the meal. Team up with another member who cannot host a dinner if you think you will need help. |
| Notify the Club | * Notify **Julie Powell** about your intention to raise funds for International Projects by hosting a meal. * Copy **Mike Hetherington** who is looking after sponsorship. |
| Invite your guests | * Verbally invite your guests one at a time to ensure that you do not invite more than you can cater for. * Use the International Meal Invitation template to create your personalized invitation to confirm the invitation, date and time and details. * Send the invitations. * Acknowledge the RSVPs. |
| Organise the Rotary Presentation | * Organise a PC and monitor/screen to show the Rotary Presentation to your guests. You can borrow the Club equipment if needed. * Decide the best time to present it during the meal (ideally before you serve the main course and before you ask guests for their donations). * Organise to get the Presentation from Maggie Alexander before the meal. |
| Prepare the meal and the facilities | * Shop for the ingredients. * Prepare the meal. * Prepare the facilities. * Prepare the Guest Thank You Coasters, if using |
| **During** | |
| Greet the guests | Greet the guests and introduce them to other guests. |
| Serve the meal | Serve the food and beverages. |
| Show the Rotary Presentation | Show the Rotary Presentation, discuss the cause and the benefits of Rotary membership. |
| Receive donations | Receive donations and identify who provided each so that you can provide a thank you letter. |
| **After** | |
| Acknowledgements | Pat yourself on the back for doing a great job.  Provide a thank you letter and receipt if needed to each guest.  If you had helpers, thank them for their donation of time and effort in kind. |
| Funds | Provide the funds received to the Treasurer to bank the next business day, with a note identifying them as International Projects donations, with the date and host of the meal and the donor identified by name.  The Treasurer will issue a tax-deduction receipt in the name of the donor and provide it to you to distribute. |
| Feedback | Provide feedback to the Club about the organization of the fund raising activity, with comments about what worked and what didn’t, suggestions for change or improvement. |