

# HOST A TEA PARTY FUNDRAISER TO BENEFIT BOXES OF HOPE



# HOST A TEA PARTY FUNDRAISER

Your group can host a tea party fundraiser with the proceeds benefiting Boxes of Hope which will help us to continue to spread hope and encouragement with our care packages to women who are currently in active breast cancer treatments.

## What is Boxes of Hope?

Boxes of Hope is a small, 501c3 breast cancer non-profit located in downtown Lock Haven, PA. We send care packages and mastectomy pillows to anyone currently in active breast cancer treatments. We walk alongside them on their journey to offer hope and encouragement, and to them know they are not alone on their journey. We also provide educational awareness about breast cancer and breast health. We will soon be offering support groups and Bible studies for cancer patients.

## Why host a tea party fundraiser for Boxes of Hope?

We are an extremely small nonprofit organization and we rely completely on the generosity of others. A tea party is a fun way to raise money for a cause that touches many people.

Because getting a cancer diagnosis can turn a person's life upside down, receiving hope and encouragement, and knowing that someone cares makes a big impact on a patient's recovery.

You can be a part of that impact! You can help us to spread hope and encouragement to breast cancer patients to let them know that they are not alone on their journey.



# INFO FOR HOSTING A TEA PARTY FUNDRAISER

## Your group will be responsible for:

- Organizing and planning the entire tea party, including the order of the event.
- Providing or renting the venue, tables, chairs, tablecloths, etc.
- Providing all the food, desserts, tea, and condiments, etc.
- Providing the tea cups, tea pots, silverware, plates, centerpieces, decorations, etc.
- Advertising the event, selling tickets, printing the program, etc. We will help advertise.
- Obtaining any business sponsor donations, raffle basket items, etc., if you wish to do so.

## Options:

- You can schedule Traci Fotorny, Boxes of Hope's Founder, to speak at your tea party event to share about how she never gave up hope during her journey through breast cancer and why she founded Boxes of Hope.
- If you are local to the 17745 area, you can rent tea ware from Boxes of Hope for your tea party fundraiser.

## Misc. Info About Hosting A Tea Party Fundraiser:

- You can create your tea party however you wish. It can be big or small, and elegant or casual.
- You can have whatever theme you wish. Examples: Pink Tea, Spring Tea, Fall Tea, Christmas Tea, Mother's Day Tea, Mother/Daughter Tea, etc. The possibilities are endless!
- You can ask your guests to bring their favorite tea cup so you don't have to provide tea cups.
- Visit our website at [boh4bc.org/tea-party](http://boh4bc.org/tea-party) to register your tea party or mail the form back to us.

Please mail the forms or donation checks to:  
18 E. Main Street, Lock Haven, PA 17745



# TIPS TO HELP YOU RAISE MONEY AT YOUR TEA PARTY FUNDRAISER:

- Sell tickets to help pay for the food, tea, and to raise money Boxes of Hope.
- Ask your guests to bring in items that we put in our care packages. We can provide a list. This doesn't raise money but it will help us fill our care packages which will save us money.
- Have raffle baskets or auction items to raise money. Ask local businesses to donate items. Sell raffle tickets at the event so guests can win the raffle baskets.
- Auction or sell cakes, cupcakes, or pink ribbon shaped cookies. Baked items are always a popular money-maker.
- Get Business Sponsors. Ask local businesses to sponsor your event with a donation. You can type up a program listing the business sponsors, or place signs with the sponsor's logos around the venue. Please provide us with a list of business sponsor names and addresses so we can send tax receipts if needed and thank you letters. We also like to list the business sponsors on our website.
- Sell table dedications. For a set amount, your guests can dedicate a table in honor of or in memory of someone who had breast cancer. You can place something on each table listing the name of the dedicated person and the sponsor's name.
- Create a dedication wall. Guests can purchase a paper pink ribbon for a dollar or whatever price you set. They can write the name of a loved one who had/has breast cancer and tape it to the wall.
- Have a Photo Booth. A photo booth with fun props can be a way to raise money. You can have a professional photo booth or photographer, or set up your own camera on a tripod. You can set a price for the pictures or put a donation jar next to the booth. You can offer digital and/or printed photos.
- Donation jar. Place donation jars around the venue.
- The possibilities really are endless! If you think of something fun or creative to do to raise extra money, please tell us!



# WE WANT TO HOST A TEA PARTY FUNDRAISER!

Our group would love to host a Cup of Hope Tea Party Fundraiser to benefit Boxes of Hope!

Let us know about your tea party fundraiser. Register your tea party fundraiser on our website at [boh4bc.org/tea-party](http://boh4bc.org/tea-party) or mail this form to us.

Name of Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Website \_\_\_\_\_

Facebook \_\_\_\_\_

Date we plan to have our tea party fundraiser \_\_\_\_\_

Let us know any special details about your event or group:

After your tea party, please make any donation checks payable to Boxes of Hope. We will mail you a tax receipt.



# WE WANT TO HOST A TEA PARTY FUNDRAISER!

We would like to schedule Traci to speak at our tea party fundraiser. Fill out **only** if you want Traci to speak at your fundraiser.

Let us know about your tea party fundraiser. Register your tea party fundraiser on our website at [boh4bc.org/tea-party](http://boh4bc.org/tea-party) or mail this form to us.

Name of Group: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of tea party: \_\_\_\_\_ Expected # of Guests \_\_\_\_\_

Amount of time allotted for Traci to speak: \_\_\_\_\_

Time that Traci can arrive to set up: \_\_\_\_\_

Name of venue: \_\_\_\_\_

Address of venue: \_\_\_\_\_

## We will provide:

Microphone

Sound system

Projector

Blank wall or screen to project presentation

TV - to connect Traci's laptop

Table (\_\_\_\_ft) for Boxes of Hope info & merch

## Traci should bring:

Microphone

Portable Sound System

Projector

Portable Projector Screen

Table

After your tea party, please make any donation checks payable to Boxes of Hope. We will mail you a tax receipt.



USE THIS SHEET TO TELL US SPECIAL INFO ABOUT THE EVENT OR YOUR GROUP,  
OR ANY OTHER INFO THAT YOU THINK TRACI SHOULD KNOW:

