

## **HELP LESOTHO is SERVING HOPE**

Thank you for your interest in becoming a part of the host and chef team for

### *“Help Lesotho Serving Hope”*

We trust that this event will provide an opportunity to enjoy socializing with one another in addition to raising funds for Help Lesotho. Help Lesotho has been amazed at the generosity of people and the creative ways they have reached out to help the people of Lesotho.

These guidelines provide information for an example of an evening meal and include the roles of the host, the chef and of Help Lesotho. We ask that you read these over carefully and invite you to contact Carolyn Kennedy at [carolynkennedy@helplesotho.ca](mailto:carolynkennedy@helplesotho.ca) with any questions or comments.

We hope to make these events an important source of funding and stability for services provided through our **Help Lesotho Centres**. In addition, this is an opportunity to engage more and more people and to spread the word about the valuable work Help Lesotho is doing. Please see Appendix A for information on the Centres including details on those being served.

The following forms are enclosed:

- ✓ Information on the Help Lesotho Centres including the needs of the people of Lesotho and how they will be supported (Appendix A)
- ✓ Sample Dinner Invitation (Appendix B)
- ✓ Donor Card (Appendix C)

### **Host's Role**

Each host plans and organizes the event, and invites his or her own guests. (A few examples are Book Club members, Grannies Groups, Grey Cup supporters.) The host provides the venue for the evening and is responsible for handing out information on Help Lesotho's programs and initiatives, as well as, collecting cheques and sending them to Help Lesotho (11 Keefer Street, Ottawa ON K1M 2J9). We would also ask that the host fill in an evaluation form and return this to the HL office.

## **Chef's Role**

Each Chef is responsible for getting the food, preparing the meal and helping to serve the meal. It is recommended that the meal be prepared in the home of the host but we leave this to the discretion of the host/chef team.

If you wish, the roles of host and chef could be fulfilled by the same person.

## **Cost of Food**

As Help Lesotho has limited resources and funding we ask that the cost of food be shared between the host and the chef.

## **Event Creativity**

Considerations for the menu and mode of serving can be left to the host and chef in order to match the desired ambiance or theme of the event. We encourage host/chef's to send us details and photos of their event and we will post them on our site to provide others with ideas and inspirations for their own Serving Hope Event. We encourage you to be creative, for example, theme parties, special holiday get-togethers, birthday parties, afternoon tea, or just a nice Sunday night dinner with friends. Each of these would be perfect "Serving Hope" event.

## **Invitations**

If you are arranging this event well in advance, you can mail out invitations to your guests, and then follow-up with a phone call or email. For those who are concerned about asking people to make a donation we have included details about the fundraiser on the invitation which can be personalized and printed off. (see Appendix B)

- Be sure your invitations include the date, time, and address of the event;
- Include good directions to your home (a map is very useful);
- You may wish to include your email or telephone number;
- Ask your guests to RSVP so you have an idea of how many people are coming.

## **Tax Receipts**

As donations given at the dinner are completely voluntary, according to the Canadian Revenue Agency, a tax receipt can be issued by Help Lesotho for 100% of the amount of the donation. If a donation is made by cheque then the tax receipt is issued to the name and address on the cheque. If a donation is made in cash then a donor card (see Appendix C) must be filled out and include the donors name, address and signature.

## **Photos**

Should all in your group be in agreement, we would be delighted to have a photo for our website. We will be having a gallery of the various "Serving Hope" on our Champions Page.

### **Help Lesotho materials provided:**

- Once you let us know you are hosting an event, we'll email you some information (HL Briefing Note highlighting programs and initiatives, and specifically on the Help Lesotho Centres for you to print off and have ready for your guests)
- Help Lesotho will provide you with a CD of Basotho music that you may wish to play during the event.

### **Considerations:**

- How many people can you comfortably host in your home? The "Serving Hope" event can be as large or small as you are comfortable with, depending on your capacity and comfort level.

### **A Suggested Format:**

- If people arrive with cheques made out to Help Lesotho, collect them and put in a safe place. Have guests fill out a donor card (for cash) if required (see Tax Receipts)
- Welcome guests, provide beverages and snacks, allow guests to mingle for 15-30 minutes.
- Welcome and Introductions. Introduce each other if the party is small.
- Enjoy the meal.
- Before dessert: Give brief background on Help Lesotho and thank guests for their support. This may also be an opportunity to thank the chef for their contribution.
- Feature special guest or theme (Examples, housewarming, birthday party).
- Some people will wait to give a donation. This may be a good time to encourage donations. Provide envelopes for donations. Guests may want the amount to be anonymous.
- It is suggested that envelopes be placed at the table. You may invite people to leave their donation in a placed basket.
- Enjoy dessert.
- Thank your guests for their participation in this fundraiser.
- Collect contact information if guests wish to be updated on HL initiatives

### **Questionnaire for host and chef**

- Describe your event for us. Was there a theme or a special event?
- How many people attended your "Serving Hope" Event?
- What were the successful highlights of your "Serving Hope" event?
- Do you have any suggestions on how your "Serving Hope" event could have been improved?
- Do you have any stories or quotations to share with us?
- Would you be willing to participate in another "Serving Hope" event in the future?
- Would you be willing to help someone else organize their party?

## **APPENDIX A**

**Funds raised through the Serving Hope Program will help communities to fight effectively the considerable challenges of HIV/AIDS, gender equity, premature death and poverty.**

Help Lesotho is building two Centres supporting our work with **orphans, vulnerable children, youth, principals, teachers, grandmothers and civil society**. One is a Youth Centre located in the village of Pitseng and the second larger centre is a Leadership and Governance Centre located in the village of Hlotse that will include a hostel for 50 orphaned girls who will be carefully selected to be youth leaders in their villages.

It is the policy and practice of Help Lesotho that all our projects are initiated on the ground following a thorough needs assessment. One of the clearest development principles to emerge is that without local engagement and ownership, intervention, no matter how well intended, is prone to fail. Before embarking on any of its project (s), HL takes the time to determine if the leadership and detailed costing are in place to proceed with diligence and accountability. The aim of the Centres is to provide stability in programming and continual support to the vulnerable populations in Lesotho and to build local leadership.

Expected Outcomes of this youth focus:

- Reduction in crime, teen pregnancy, drug and alcohol abuse;
- Renewed hope and engagement in positive activities and perspectives;
- Increase prevention, counselling and training in HIV/AIDS;
- Enhanced respect for/confidence in young women (a high percentage of beneficiaries are girls/women as key project participants and decision-makers);
- Increased awareness and skills in governance and gender equity;
- Enhanced literacy and numeracy rates;
- Development of social support structures for youth; and
- Development of leadership, entrepreneurial, life and pre-employment skills.

### **Centre Programs**

Funding raised through the Help Lesotho Serving Hope Program will support the following Centre programs aimed at orphans, in-school, out-of-school youth, grandmothers, and local partners to include:

- A Grandmothers' Day each month offering a meal, mutual support and advice on how to help their orphans. Eventually, we hope to have some income generating options for them;
- After school peer tutoring for in-school children for tutoring in English, Math and Science, the three obstacles to progress in school and the main reason so many fail;

- A library so that people can have access to books on various subjects for informal learning and the development of general knowledge through literacy programs, supplies and opportunities;
- Eventually a computer school to allow youth to benefit from the advantages afforded most of us in Canada;
- Day programs for out-of-school youth in leadership, HIV/AIDS, health education, gender equity training, life-skills, teenage parenting, career guidance, governance and community development projects;
- Income generating opportunities (we are struggling with this but have some ideas and irons in the fire);
- Capacity Building Programs for conflict resolution, partnership development, governance application, financial accountability, networking and collaborative community development projects – to include local government personnel, elected officials, civil society groups, local entrepreneurs and partners (Lesotho Olympic Committee, Commonwealth Games Committee, Red Cross, Blue Cross, Sesotho Media, World Food Program, HIV/AIDS counselling and testing groups, PLWHA (People Living with HIV/AIDS), and faith-based partners, etc.); and
- Teacher professional development sessions on discipline, teaching methods, reporting procedures, child development etc.

## **APPENDIX B**

**This invitation template can be copied, edited and printed for your own event.**



### **Help Lesotho Serving Hope**

You are cordially invited to a **Serving Hope Fundraiser** to support the people of Lesotho who are struggling to survive the negative affects of HIV/AIDS.

The people of Lesotho need our help. The country has the third highest incidence of HIV/AIDS in the world leaving over 30% of children orphaned and many more vulnerable. Life expectancy is dropping to 31-years of age. The purpose of Help Lesotho's work in Lesotho is to **CREATE A FUTURE WITH THOSE WHO ARE LEFT** from this terrible scourge of HIV/AIDS, to build leadership among the orphan population and build leadership and governance capacity among selected Basotho (the people of Lesotho). These objectives will help communities to fight the considerable challenges of HIV/AIDS, gender equity, death and poverty.

In return for this sumptuous meal with great company, we are asking for a donation to Help Lesotho. We will provide information on what is needed and their costs. Envelopes will be available for your cheques or cash.

**Having fun, eating well and changing people lives for the better: what a great initiation!**

Date :

Time:

Place:

What: Good food, good times,

(Specify any special themes)

I am unable to attend, but enclosed is my donation for this worthy endeavour

Please RSVP to:

**Appendix C**



11 Keefer Street  
Ottawa, ON, Canada,  
K1M 2J9  
T: 613-842-9451

[www.helplesotho.ca](http://www.helplesotho.ca)

I am including my donation of \$ \_\_\_\_\_ to Help Lesotho.

Cash       Cheque

Name: \_\_\_\_\_

My donation is more than \$15. Please send a tax receipt.

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DONOR CONTACT INFORMATION IS NEVER SHARED, SOLD OR USED BY HELP LESOTHO TO CONTACT OUR DONORS TO SOLICIT FURTHER DONATIONS.**

Signature \_\_\_\_\_

Special requests/comments: