



TABLE CAPTAIN GUIDE

Teen Feed's "More than a Meal" Annual Luncheon
Thursday, October 9, 2014, 11:30am - 1:00pm
University of Washington | Husky Union Building, North Ballroom



Dear Friend,

On behalf of the young people we serve, thank you for registering as a Table Captain for Teen Feed’s Annual Luncheon on Thursday, October 9, 2014. The theme of the luncheon is “More than a Meal”, celebrating the consistent support Teen Feed and its community provides every day to transform the lives of homeless and at-risk young people.

Your participation as a Table Captain directly impacts Teen Feed’s ability to support young people. As a Table Captain you will help share information about Teen Feed’s programs for homeless and at-risk young people and offer an opportunity for your guests to make a gift in support of this important work. All proceeds raised at the luncheon will help bring warm, nutritious meals and support to homeless and at-risk young people in Seattle’s University District, Rainier Beach, and Auburn areas.

This packet includes the following resources to help you in your role:

- Event Overview page 2
- Table Captain How-To’s page 3-4
- Important Dates page 5
- Your Impact: Statistics & Facts page 6
- Youth Stories page 7-8
- Sample Messages page 9-10
- Contacts page 11

We look forward to connecting with you to see how we can best support your efforts. Should you need any assistance, please reach myself or Suzanne Sullivan. We look forward to celebrating with you and your guests on October 9th!

With deep appreciation,

Tabitha Jensen
Executive Director
p/ 206.902.7996
e/ tabitha@teenfeed.org

Suzanne Sullivan
Director of Development & Communications
p/ 206.949.1092
e/ suzanne@teenfeed.org



Join our social networks!





It's more than a meal...

Teen Feed's Annual Luncheon

We are coming together in support of homeless and at-risk young people in King County! Over a delicious lunch, Teen Feed's Executive Director Tabitha Jensen will share updates on Teen Feed's programs and plans for the coming year. We will also hear from former Teen Feed guest(s), enjoy a video presentation, and celebrate the community which makes Teen Feed possible.

WHEN:

Thursday, October 9, 2014
Registration - 11:30am
Program Begins - 12:00pm
Program Concludes - 1:00pm

TICKET COST:

There is no ticket cost for this event. Your support will be requested at the event. Suggested donation is \$125.00 per person.

WHERE:

University of Washington's Husky Union Building, North Ballroom
4001 Stevens Way NE, Seattle, WA 98195

WHY:

Teen Feed knows homeless youth are remarkable individuals with tremendous potential and bright futures! There is estimated to be over 1,000 homeless youth and young adults on the streets of King County on any given evening. Through our meal, street outreach, and support coordination programs, we strive to meet the immediate physical needs of youth, while building the trusted connections every young person needs to change their lives. Proceeds raised at this event will help to fund Teen Feed's programs for homeless and at-risk youth ages 13-25 in King County.

JOIN US!

- As an Individual guest
- As a Table Captain - hosted table of 8 guests
- As a Premier Table Captain - \$1,000 for a table of 8 guests (special recognition & seating)

TO REGISTER TODAY, visit www.teenfeed.org.

To make a gift in lieu of attendance, visit www.teenfeed.org/donate.

For more information, please email events@teenfeed.org or call 206.949.1092.



GETTING STARTED

Everything you need to know about being a Table Captain... and more!



INVITING POTENTIAL GUESTS

Make a list of 15 guests you would like to attend, ensuring enough folks are asked to fill the 7 seats at your table (you are guest #1). Next, decide if you would like to invite your guests by phone, email, letter, or in-person. Sample messages have been provided for your reference on pages 9-10.

THEY SAID YES OR MAYBE...?

If your guests reply YES or MAYBE, be sure to follow-up with them right away with event information for their reference. An email is best way to follow-up with your guests as they can easily save the information and refer to it as the event draws closer. If your contact responds with "maybe", be sure to make a personal reminder to follow-up with them two weeks before the lunch. Sample messages for all responses have been provided for your reference on page 10.

THEY CAN'T ATTEND, BUT WANT TO SUPPORT TEEN FEED

If your guests cannot attend the event, they can still support Teen Feed's programs by:

- Make a donation online at www.teenfeed.org/donate
- Mail a check Attn: Teen Feed Luncheon, 4740 B University Way NE, Seattle, WA 98105
- Call Suzanne at 206.949.1092 to make pledge or payment arrangements
- Visit www.teenfeed.org/volunteer to learn how to get involved.

See page 10 for a sample message on how to ask your guest to support Teen Feed in lieu of attendance!

COMMUNICATING EXPECTATIONS

All funds raised at the lunch benefit Teen Feed's meal and support coordination programs for homeless and at-risk young people. While there is no cost to attend the event, your support will be welcomed at the lunch. Based on the cost of Teen Feed's programs for youth, the suggested minimum donation for the event is \$125.00. We wish for all of our guests to consider making a gift that is meaningful to them; donations of any amount are needed and appreciated. Gifts can be made by check or by credit card in one-time, monthly, quarterly, or annual pledge installments. All donations are tax-deductible.

FILLING YOUR TABLE OF 8

All tables accommodate 8 guests comfortably. Should you have additional guests, we will seat them at a second table adjacent to you. You are also welcome to fill more than one table. Should you have unfilled seats at your table, we kindly ask that we be able to seat additional guests at your table. While we request guest names no later than October 3rd, we can adjust any seating arrangements through Tuesday, October 7th. Changes made after October 7th can be accommodated at the registration table on the day of the event.

REGISTERING YOUR GUESTS

You and your guests can confirm your attendance in the following ways:

1. Fill out the online registration form with your name and contact info. Add in additional guests in the fields provided. You can submit guest info in this manner through the on-line page as often as needed.
2. Ask your guests to register themselves by filling out the online registration form and selecting your name from a drop-down list of Table Captains.
3. Email events@teenfeed.org with names and email addresses of your guests.
4. List or print out your guest names (don't forget your table name!) and fax them [Attn: Lunch] to 206.522.3043.



HOW TO'S & INFO

Everything you need to know about being a Table Captain... and more!



WHO IS AT MY TABLE?

We will send you an updated list of your table guests two weeks prior to the luncheon. If you would like to receive a list of your guests or need to make changes, please reach us at events@teenfeed.org. We request guest names no later than October 3rd, and can adjust any seating arrangements in advance through Tuesday, October 7th. Changes made after October 7th can be accommodated at the registration table on the day of the event.

REMINDERS

We will send a detailed reminder with date, time, maps, directions and parking information to you and any guests for whom we have an email address. We recommend that you share our reminder with your guests as well, ensuring they have all the info they need to attend.

PROGRAM TIMING

Although registration opens at 11:30am, guests are welcome as early as 11:00am. We will start the program promptly at 12:00pm and aim to conclude by 1:00pm.

SPECIALTY MEALS

Please ask your guests if they have dietary requirements in advance of lunch! Vegetarian and vegan meals are available by reservation in advance of the luncheon. We will do our best to address any specific dietary requests. Please forward your guests' meal preferences to us at events@teenfeed.org

DAY OF EVENT

Upon arrival, please see us at the registration desk to pick up your name tag. Your table captain packet with day of event instructions will already be at your table. Your guests' name tags can also be found at the main registration table. Please note, all name tags will feature assigned table numbers. Volunteer ushers will also be on hand to help you find your table.

AFTER THE LUNCH

At the conclusion of the lunch, please thank your guests for their time and support! We will be sending out thank you postcards to all donors at the conclusion of the event, which can be used for record-keeping purposes.

ADDITIONAL QUESTIONS?

We are here to help! If we didn't answer your question here, please reach Suzanne Sullivan, Director of Development & Communications at suzanne@teenfeed.org or 206.949.109. We look forward to hearing from you!



MARK YOUR CALENDARS!

This sample timeline can help to keep you on track.



It is never too early to begin inviting folks to join you for Teen Feed's More than a Meal Luncheon!

The following timeline is an outline for asking, confirming, and registering your table guests.

In the meantime, please know:

- Annual Luncheon Information is available on the Teen Feed Website
- Our registration page is accepting Table Captains & guest information (www.teenfeed.org)
- Hard copy invitations are being mailed to Teen Feed supporters and past attendees
- Additional invitations are available to Table Captains for their guests by request

MONDAY, SEPTEMBER 1st - INVITE YOUR FRIENDS, COLLEAGUES, FAMILY TO JOIN YOU!

Send emails, make phone calls, or send a letter inviting individuals to join you. Be sure to choose people you feel would be interested in learning more about and supporting Teen Feed. See pages 9-10 for sample messages. Don't forget to get the word out through your Facebook and Twitter too!

SEPTEMBER 15th to 25th - SEND IN YOUR CONFIRMED GUEST NAMES

Register your guests through the Teen Feed registration form at www.teenfeed.org, by emailing events@teenfeed.org, or calling 206.949.1092.

MONDAY, SEPTEMBER 26th - CHECK IN WITH YOUR UNCONFIRMED GUESTS

Two weeks out from the event is a ideal time to confirm your table guests. Email follow-ups allow you to track guests responses and easily forward them to events@teenfeed.org. You can also register guest at any time at www.teenfeed.org

MONDAY OCTOBER 3rd - GUEST NAMES DEADLINE!

Register your guests at www.teenfeed.org, by emailing events@teenfeed.org, or calling 206.949.1092. If you submit guests names after October 3rd, please email them directly to events@teenfeed.org!

TUESDAY, OCTOBER 7th - LAST CHANCE TO MAKE GUEST/SEATING CHANGES.

For all changes requested after October 7th, please call 206.949.1092 or see us at the registration table.

THURSDAY, OCTOBER 9th - TEEN FEED'S ANNUAL LUNCHEON

It's here! You and your guests will enjoy a delicious lunch, an inspirational program, and make a difference in the lives of young people!

FRIDAY, OCTOBER 10th - THANK YOUR GUESTS FOR THEIR SUPPORT

A formal thank you will be sent out to all donors the same day as the luncheon. A personal thank you from you to your guests is always welcome and appreciated.



YOUR IMPACT



In 2013, Teen Feed:

MEAL PROGRAMS

- served **790 unduplicated young people** ages 13-25.
- provided **18,500 warm, nutritious meals** to hungry young people.
- provided a warm meal in a **safe space EVERY night** of the year.
- served young people in Seattle's University District, Rainier Beach, and Auburn areas.

SUPPORT COORDINATION

- provided intensive on-on-one support coordination for **107 young people**.
- helped **44 young people** secure stable housing.

STREET OUTREACH

- made **1,500+ positive contacts** providing basic needs items and info to youth on the streets.
- offered **youth leadership** opportunities through Teen Feed's programs.

COMMUNITY

- worked with **750+ volunteers** to provide meals, connections, services and program support.
- provided **16,800+ hours of service** in support of young people.
- donated **\$300,000+ in food and basic needs donations** including clothing, toiletries and more!



It's more than a meal...

STORIES FROM TEEN FEED

IT'S THE RELATIONSHIP: MADDIE

We began working with Maddie about two months after meeting her at ROOTS Young Adult Shelter, where Teen Feed provides case management support. She had been unstably housed for years and recently ran out of safe options. Maddie is an extremely independent and strong young woman whose youth is still clearly evident; she is, by moment, unsure of herself and everyone else she comes in contact with.

After officially enrolling her in our Support Coordination program, we immediately started working on getting her an Orca card to ensure she could make her two hour commute to Everett Community College. She was awarded a scholarship for a GED completion program where she will also earn college credits. She is also on several wait lists for transitional housing. On her breaks from school she calls in everyday to check the status of the wait list to ensure her spot. And in the evenings she rides the bus for two hours by way of three buses to eat at Teen Feed and get on the nightly list for shelter. Most days she doesn't eat lunch and can't afford to fill her backpack with snacks to get her through the day.

If you look at her goal sheet, she is doing great, and is motivated to complete goals she set only two months ago. If you talk to her, you can't help but laugh along with her light humor. And if she discloses, you realize that she is barely 18 years old and feels alone and notices every time someone lets her down, because that's what she's gotten used to. Maddie reminds us that while Teen Feed is a door to resources and a future off the streets, it is also an extension of the relationship that is built at over the Teen Feed meal. And that though being an expert in resources is important, it's the relationship building skills that transform the lives of young people. At the end of the day, it's the learning how to trust people that are on the top of Maddie's goal sheet. It's a work in progress.

EVERYBODY HAS A BIRTHDAY: CHRIS

Everybody has a birthday. Birthdays have different meanings for each of us and we celebrate them differently. We recently celebrated the birthday of a young man who is closely connected to Teen Feed staff. Chris was enrolled in support coordination and had built strong relationships with staff. He requested to sit with a staff person each night he was in program and asked for support from staff to ally with him in court. This past year, he asked if Teen Feed would make him a birthday card. Of course we would. We made him a handmade card and each staff person signed and sent him well wishes for his next year. He came to Teen Feed promptly at 7:00pm on his birthday he raised his eyebrows and asked excitedly, "Where is it?" Staff handed it over with a smile, "It's right here, happy birthday!" That night he sat by himself and read through the card. Advocate volunteers and staff caught him smiling and re-reading all the notes from staff. The next night he asked if we could laminate his birthday card. Of course we could, and we did. Teen Feed is more than a meal; it's where youth find a safety net of support and a place to celebrate successes... and birthdays.



It's more than a meal...

STORIES FROM TEEN FEED

FOCUSED ON GOALS: BRIAN & JAVIER

Brian and Javier were both in their early teens when they were rejected by their abusive families. They relied on the kindness of friends as long as possible until they had nowhere else to turn but to the streets. The first night they accessed Teen Feed they were hungry, cold, and tired.

We welcomed Brian and Javier into our safe space, served them a warm meal, and gave them dry clothes. We also secured them shelter for the night and set up an appointment to enroll them both in our Support Coordination program the next day. Our support coordinator worked with Brian and Javier to set goals to to get Washington State IDs, enroll in a GED program to complete High School, find employment, and secure stable housing. Working together, we helped them fill out multiple housing applications and began connecting with former schools to secure the paperwork needed for ID cards.

Brian and Javier were the closest of friends. Brian was trying to take care of Javier as his mental health began to deteriorate as a result of street-life, but was having a hard time coping himself. While providing them with food and basic needs items, we helped Brian and Javier thoughtfully manage the range of emotions and challenges of life on the streets. As the daily nutritious meals nourished their bodies, the consistent support helped Brian and Javier stay positive and focused on their goals. After three months of working with Teen Feed, Brian and Javier received their new identification cards and were able to secure an apartment together. They now prepare, serve, and enjoy their own warm meals in their new home. Teen Feed staff continues to work with Brian and Javier, offering guidance and encouragement with each step they take towards self-sufficiency. Brian and Javier are excited about their future off the streets. Teen Feed is excited about their future too.

BROCCOLI IN BURRITOS: ANONYMOUS

We received a letter from a grateful guest who ate at Teen Feed as a teenager in the 1990s. While reflecting on her experience at Teen Feed, she recalled a meal team which was always experimenting with creative ways to hide extra vegetables in the meals. One of their favorites was sneaking broccoli in burritos. Building on the support she received at Teen Feed, she has grown into an amazing mother and has a strong and supportive community surrounding her. Over the years as she raised her own family, she realized it was the simple acts of thoughtfulness - like sneaking broccoli in burritos - where she learned to care for herself and her own loved ones. Though her friends and family warmly tease her about it, whenever she makes burritos she honors her upbringing by always including broccoli.

We know that Teen Feed guests are immune-compromised, and our meal teams work hard to make sure we provide the building blocks of nutrients to help combat the harsh physical toll on the youth we support. At Teen Feed, hiding broccoli in burritos and caring for each other is tradition that lasts a lifetime.





SAMPLE INVITATION MESSAGE:

Dear <Name>,

I am excited to be hosting a table at Teen Feed's Annual Luncheon on Thursday, October 9, 2014 at University of Washington. I believe in and support the work Teen Feed does and hope you will join me at my table as my guest.

As you may know, Teen Feed provides meals and support for homeless and at-risk young people 365 days a year. More than just a meal, Teen Feed provides a consistent safety net for young people in need, serving 18,500 meals and meeting the immediate needs of 790 homeless and street-involved youth last year.

<OPTIONAL: share your personal connection here>

The luncheon is a unique opportunity to learn about the difference Teen Feed makes in the lives of youth in need every day. They have a compelling program planned including words from former Teen Feed guests, an update of their recent program expansions to better serve youth in need, and more.

There is no cost to attend the luncheon. If you are as moved by Teen Feed as I am, you will be invited to make a gift in support of their work during the event. I have included the event information below. All you need to do is reply to my email if you can attend - I'll take care of the registration for you. In the meantime, you can learn more at www.teenfeed.org

Hope you can join me!

<Your Name>

Teen Feed's "More than a Meal" Luncheon
Thursday, October 9, 2014
Registration - 11:30am
Program - 12:00-1:00pm
University of Washington's HUB, North Ballroom
4001 Stevens Way NE, Seattle, WA 98195



RESPONSE MESSAGES:

YES! I will be your guest.

<If you or your guest uses Outlook or Gmail, consider sending them a luncheon calendar appointment>

I am so glad you will be able to join me. I am excited you will learn more about the great work Teen Feed does.

I have included the event information below for your calendar **<OR>** I have sent you an appointment for your calendar. I look forward to sending you a reminder with directions and parking information in the days leading up to the luncheon. In the meantime, please let me know if you have any dietary requirements for your lunch.

Looking forward to lunching with you!

MAYBE. Can I get back to you?

Thanks so much for considering my invitation - I know how busy you are, and I appreciate you checking your schedule. I am excited about the possibility of you joining me - I think you would really enjoy the event.

I have included the event information below for reference and will circle back with you in a couple of weeks. If there is a time you would prefer I check back in with you, please let me know.

Look forward to talking soon,

NO. Sorry, I can't make it.

Thanks so much for considering. Hopefully you can join me next year!

If you have a moment, I encourage you to visit www.teenfeed.org to learn about the amazing work this organization is doing in support of young people. I think you will understand why I am such a strong advocate of their good work.

If you are inspired by what you learn, please consider making a contribution to Teen Feed. Your tax-deductible gift would be put to great use providing healthy meals and immediate resources to young people in need.

If you have any questions, please let me know.

Thanks again, <Name>!

THANK YOU!

Questions? We are here to help.

NEED SUPPORT?

We appreciate your hard work as a Table Captain and are here to help you along the way. If you have questions or need assistance or would like some one-on-one help getting started, please reach:

Suzanne Sullivan
Director of Development and Communications
e/ suzanne@teenfeed.org
p/ 206.949.1092



Join our social networks!

HOW DO I SEND YOU MY GUEST INFO?

- Register your guests at www.teenfeed.org (for more info, see page 3)
- Email events@teenfeed.org*

HOW DO I SEND CHANGES TO MY GUEST INFO?

- Email events@teenfeed.org*
- Call Suzanne at 206.949.1092

I AM INTERESTED IN VOLUNTEERING AT THE LUNCH!

- Email events@teenfeed.org
- Call Joey at 206.474.5361

ARE SPONSORSHIPS AVAILABLE?

Yes. To discuss sponsorship opportunities, please reach Suzanne Sullivan at 206.949.1092

TEEN FEED MAILING ADDRESS:

4740 B University Way NE
Seattle, WA 98107
www.teenfeed.org

Teen Feed is a 501c3 not-for-profit organization, TAX ID# 94-3034862

* We ask that you send all changes in guest reservation info to events@teenfeed.org for organizational purposes.