



How to Host a Kupenda House Party





Dear Friends,

Our world is home to over one billion people with disabilities. Among marginalized groups, children with disabilities remain the most excluded, discriminated against because of how they look, their physical limitations, and deeply entrenched misconceptions about disability causes. *Kupenda for the Children* exists to enable families and communities to be fully inclusive of children with disabilities so such children may be empowered to reach their full potential.

You can help make a difference by planning an Kupenda House Party. A house party is a fun, informal gathering where you get your friends and family together to learn about Kupenda's work, sign up for volunteer trips and opportunities, have a film screening and discussion, building a support network, or educate others about disabilities.

This guide includes everything you'll need to plan a successful house party. But if you have more questions—or just want some advice—contact us at kupenda@kupenda.org. We're ready to help!

Good luck! We look forward to hearing from you.

A handwritten signature in black ink that reads "Cynthia Bauer". The script is fluid and cursive.

Cynthia Bauer
Founder and Executive Director
Kupenda for the Children



EASY STEPS FOR THROWING A SUCCESSFUL HOUSE PARTY

1. WHO, WHEN WHERE

Determine where you'll hold the party. How many people can you seat comfortably in your house, dorm, or apartment? Can you book a community center, classroom, or space at your place of worship or office?

Decide how many people you'll invite. We recommend 10 to 15 people per Kupenda House Party. Remember to invite more because not everyone will be able to make it.

Make a guest list. Include family, friends, co-workers, and people from organizations you belong to, such as your local place of worship. Set a date.

Pick the day of the week you want to hold your party. If you're inviting people from your church, for example, you can time it around your weekly services.

Determine a time. When will most people be able to attend? We recommend after 5 p.m. on weeknights or during the late afternoon on weekends. Weeknights often work best because people will be in town, and you can remind them during the day if you see them.

2. DO YOUR HOMEWORK

Contact us for materials. Once you decide to host a party, let us know. Send an email to kupenda@kupenda.org with your name, address, and roughly how many people you think will be attending. When we get that information, we'll send you some free Kupenda brochures, handbooks and photos to use at your party.

Determine the goal for your party. Do you want to start off slow by introducing the issue and educating your guests about it? If so, will you show a movie or bring in a speaker? Depending on your decision, you will have different task to do before your party.

For a party that's purely educational, if you're going to use a speaker, invite one from Kupenda or another organization, your school, or your place of worship who can speak about disability for 15 minutes. He or she might have firsthand knowledge of the issue because of his or her own disability, work, travel, study, or volunteering.

If you want to show a video, look for one that's a maximum of 15 minutes long. You can show a clip from a film or documentary that you own or rent. Kupenda also has free DVDs that you can borrow, or go to <https://www.youtube.com/user/kupenda4children> to stream the latest videos about our work.

3. SEND OUT INVITATIONS

Send guests invitations online or off-line. When sending invitations, be creative and show that fun and activism can mix. Be sure you're clear about the purpose of the event in the title. We suggest that you set the party duration between one and a half to two hours.

If you want to raise funds at your house party, go to www.classy.org or www.gofundme.org to set up a custom fund-raising page where you can collect donations, sell tickets, and more.

Follow up directly. By maintaining personal contact, you can make sure your friends and family read your invitation and reply.





4. PREPARE YOUR VENUE

Ensure there are enough tables and chairs.

Provide enough chairs so no one needs to sit on the floor and set up tables for food, the sign up sheet, and materials.

On the day of the party, make sure the house is visibly marked. This is especially important if you live in an apartment complex.

Set up technology ahead of time. If you're showing a movie or streaming a video, make sure your DVD player or computer is ready to go before guests arrive.

Select food that's easy to eat. You don't want messy food to get in the way of the task at hand. Don't forget the drinks.

5. GATHER YOUR MATERIALS

Two weeks after you let us know about your party, you'll receive a packet of materials. Depending on your topic, these could include a DVD; handouts for your guests; sign-up sheets; the Kupenda novel "An Unlikely Gift" and fun items like posters, banners, and stickers; and information you can use to guide your house party discussion.

Review your RSVP list. Make sure you have enough copies of the materials you'll need, especially if you plan on having your guests write letters. Don't force people to share.

Make name tags. Some guests might not know each other.



6. FOLLOW THE AGENDA

Allow at least 1.5 - 2 hours to conduct your Kupenda House Party.

Guests arrive (all) - 15 minutes. Have your guests add their names to your sign-up sheet, put on name tags, get food, and mingle.

Welcome (host) - 5 minutes. Introduce yourself, welcome your guests, and thank everyone for working to create awareness and support for children with disabilities. You may want to start with something like this: *"Thank you all for being here and taking time out of your day to learn more about Kupenda's work to help children with disabilities."*

Insert three talking points here (host) - 5 minutes. You want to paint a picture about how real people are affected. And remember to use powerful statistics or a story from our web site to drive home the point.

Guest introductions (all) - 5 minutes. Ask guests to introduce themselves quickly and share where they are from and why they came.

If a movie is on the agenda, watch the video (all) - 15 minutes. Invite guests to share feedback and reflections on the content after the video ends.

If you have a speaker, invite him or her to speak (speaker) - 15 minutes.

Discussion (all) - 25 minutes. Lead a brief talk about the issue. Use the materials from Kupenda to help guide and inform your discussion. Use facts and talking points, and talk about what you can do to make a difference.

Make a plan (all) - 20 minutes. Invite participants to brainstorm what they can do locally to make a difference. Can you educate a broader community? Participate in a volunteer trip to Kenya? Plan a Kupenda fundraising event? Create a plan, establish what needs to be done and who will do it, and decide what the next steps are. Ask for individual commitments, and use this time to be creative and energized.

Wrap up (host) - 5 minutes. Thank all the guests for coming. Ask them to sign up for Kupenda's mailing list. This list will give them access to up-to-date information on Kupenda's work in the U.S., Kenya, and around the world as well as more tools to support the organization's work.



7. FOLLOW UP

Keep things moving. Follow up on the next steps that you established in the meeting, and make sure that people are doing what they've agreed to and that your plans are moving along. Keep people updated—it will help them feel more connected.

Tell us how things went so we can improve how we do our work. We really want to know how the *Kupenda House Party* strategy and tools worked for you. It's also essential that we track your impact, so let us know what future events you've planned. We'll send you a feedback form. Or you can email kupenda@kupenda.org and let us know how things went.

Send in the Kupenda sign-up sheet. Help us build an Kupenda supporter base. The sign-up sheet will allow your guests to receive periodic updates on our work around the world. Please send your sign-up sheet by mail to *Kupenda for the Children, P.O., Box 473, Hampton, NH 03843* or scan and email it to kupenda@kupenda.org

Thank your guests via email.

For more
information,
contact us
at
(978) 626-1625
or
kupenda@kupenda.org





KUPENDA HOUSE PARTY CHECKLIST

4 WEEKS BEFORE

- ☐ Determine the goal for your party.
- ☐ If you haven't yet, send an email to kupenda@kupenda.org to register your Kupenda House Party and order free materials. You'll need to tell us your name, address, and roughly how many people you think will be attending.
- ☐ Plan your date, time, and invitation list
- ☐ Create and send invitations to your guests
- ☐ If you want to raise funds at your house party, go to www.classy.org or www.gofundme.com to set up a custom fund-raising page where you can collect donations, sell tickets, and more.

2 WEEKS BEFORE

- ☐ Follow up with your invited guests and make reminder phone calls.

1 WEEK BEFORE

- ☐ Read the materials from Kupenda
- ☐ If showing video(s), select and view the DVDs you plan to show
- ☐ If having a guest speaker, review what he or she will discuss.

THREE DAYS BEFORE

- ☐ Purchase supplies: buy food, drinks, and name tags
- ☐ Review the agenda for the event.
- ☐ If showing a video, make sure your TV and DVD player are working.
- ☐ Make extra copies of guest materials as needed.

THE DAY OF YOUR EVENT

- ☐ Set up the space in which you plan to host your party with refreshments and literature
- ☐ If you're showing a video, set up your DVD player or computer.
- ☐ Decorate the space with posters from Kupenda
- ☐ To help people find your home, turn on the outside light and tie up a balloon.

DURING YOUR EVENT

- ☐ Greet guests and make sure everyone signs in on the sheet provided.
- ☐ Make sure all guests receive materials.
- ☐ Thank them for coming and participating.

THE DAY AFTER

- ☐ Please send your sign-up sheet by mail to: **Kupenda for the Children, P.O., Box 473, Hampton, NH 03843** or scan and email it to kupenda@kupenda.org
- ☐ Email Kupenda at kupenda@kupenda.org to let us know what actions and plans your guests have made commitments to
- ☐ Thank your guests via email.