



**SAMA Foundation  
House Party Host Kit**



**Dear SAMA House Party Host,**

Thank you for your commitment and willingness to host a house party to spread the word about our mission to eliminate the disease of substance addiction in youth by advancing research, education and treatment.

SAMA is partnering with people just like you to host house parties to increase awareness, recruit volunteers, and/or raise money to find resources for families to overcome the disease of substance addiction. We need to spread the word about how these issues affect everyone in the community and the resources provided by the SAMA Foundation. We are very happy that you are involved in this effort.

This host packet, along with the resources on our website at [www.samafoundation.org](http://www.samafoundation.org) will provide all the information you need to have a successful house party.

Once you have decided on a date and location for your house party, please contact the staff at the SAMA Foundation. We will be available to answer questions, help you to create a guest list and send invitations, and assist in scheduling a staff person or board member to attend your party to make a brief presentation on the SAMA initiatives.

You can reach us via e-mail at [info@samafoundation.org](mailto:info@samafoundation.org) or by calling me at the SAMA office at (206) 328-1719.

From all of us at the SAMA Foundation, thanks again for hosting a house party and for your continued support. We look forward to working with you.

Sarah Walczyk  
Director of Development

## INVITATIONS

The SAMA Foundation has a standard invite that we would be happy to send for you, or we can supply you with invitations to send on your own. When you have a guest list put together please contact us and submit the invite list so that we can send invitations to each guest.

SAMA will be happy to invite other SAMA supporters in your area to tell them about your house party.

If you choose to send your own invitations, please be sure your invitations include the date, time, and address of the house party. Include good directions to your house (a map is very useful), and your phone number and email.

Ask your guests to RSVP so you have an idea of how many people are will be in attendance. If you choose to make your house party a fundraiser, as well as an educational/motivational event, be direct in mentioning this in your invitation so that people know they will be asked to contribute to the SAMA Foundation.

## CALL TO ACTION

The purpose of the House Parties is to educate the public on the issue of substance abuse. No one expects you to be an expert on the Foundation or its activities. We will provide you with information that all of your guests can read and take home with them, as well as a speaker and video to help answer questions.

The next step of the house party is action. This house party's goal is to recruit volunteers, find additional house party hosts, and build a community of resources and support throughout Seattle. Encourage people to sign up, or take action immediately at the party. These activities are easily forgotten once your guests go home. If you have a friend who has volunteered with foundations like SAMA please encourage them to work with other guests and answer questions.

You can also visit [www.samafoundation.org](http://www.samafoundation.org) to get more familiar with our research, upcoming events, and volunteer opportunities.

## SAMA FOUNDATION MATERIALS PROVIDED

Our foundation is here to make your experience hosting a house party a good one. We are happy to offer advice and assistance. We can provide you and your guests with issue information, and can supply you with forms for donations and volunteering.

## SAMPLE PLANNING TIMELINE FOR HOUSE PARTY

To help you ensure a successful event, we've provided a simple timetable for a small to medium-sized house party. Keep in mind that depending on when your event takes place, its size and its type, your timetable may be different.

Time (estimated)	Suggested Party Timeline
15-30 minutes	Welcome guests, allow guests to mingle. It can also be helpful to have a friend or volunteer meet guests at the front door to welcome them and have them sign in.
5 minutes	Host introduction and welcome. Your remarks should be brief and from the heart. Explain to your guests how you became involved with the SAMA Foundation, and make sure to point out the resources and information available. Then introduce the SAMA video and speaker if one is invited.
15-30 minutes	Speaker and Video. Speakers at SAMA House Parties are often board members, staff, or volunteers. They will give a brief summary of the SAMA Foundation and its issues and will introduce the video. Guests will have an opportunity to ask questions.
<b>Make sure to have a little fun. Thank you for all your hard work!</b>	

## FREQUENTLY ASKED QUESTIONS

**Q: I am not an expert on the SAMA Foundation or substance abuse...am I the right person to host a house party?**

*A: You're exactly the type of person who should host a house party. We don't expect you to be an expert on substance abuse or all aspects of the SAMA Foundation. House Party hosts are people who feel passionately about issues, and as a new and growing organization you can play a large role in helping shape the organization.*

**Q: What is the goal of a SAMA house party?**

*A: A house party is a group of individuals getting together to talk about the work of the SAMA Foundation and the issue of substance abuse and families. They don't have to be elaborate or formal events. House parties are primarily a way to spread the word and encourage people to become involved. They shouldn't require a lot of planning, money, or time, but they are a great way to get involved in building the SAMA Community.*

**Q: How do I find people to invite?**

*A: Everyone is welcome – remember it's a party. Feel free to invite friends, family, and co-workers. Encourage your guests to bring others that they think might be interested in the SAMA Foundation. Hang flyers in your neighborhood. We can also assist by inviting SAMA members and friends that live in your area if you wish.*

**Q: If I can only get six people to my house...is it even worth holding a party?**

*A: Absolutely. We don't have attendance requirements for house parties and welcome events of all sizes. Even inviting a handful of people who haven't previously heard about the SAMA Foundation can help grow our organization. If you want to hold an event for 200 colleagues, we'll definitely support that too!*

**Q: How much do I need to spend on this?**

*A: Hosting a house party doesn't need to cost you anything, but you might consider having some refreshments. One idea is to ask friends who are attending to bring a dish or a bag of chips.*

**Q: Do I have to ask my guests for money?**

*A: No. The primary goal of the house party is to introduce the SAMA Foundation, recruit new members, and begin organizing in your community. However, soliciting donations is always welcome. It may seem uncomfortable at first but most people attending a house party expect to make a contribution. We leave that to your discretion.*

**Q: How can I keep track of all the questions my guests have concerns about? Or what if a guest has a question I don't know the answer?**

*A: It's impossible for one person to run the party and also keep track of everything that is going on. Have a friend or volunteer take notes, so people's questions are answered to the best of your ability. Have a place for people to write down questions and SAMA staff can help you follow up after the party.*

**Q: What if someone from the press learns of the party and wants to attend?**

*A: Great! Let us know, and we will work to provide you with a press kit.*

**Q: Are there any materials I can distribute at the party?**

*A: SAMA will provide some materials for distribution at your party: sign-up sheets, case statements and volunteer information. If you have any questions or further needs, please contact us at [info@samafoundation.org](mailto:info@samafoundation.org).*

**Q: How should I follow-up after my House Party?**

*A: First, celebrate – job well done.*

*Then please call us at the SAMA Foundation and let us hear how your party was a success. We are always looking to improve this experience for the house party hosts and guests, so your feedback is essential to us. Also, as others agree to host house parties perhaps you can offer assistance or guidance to other hosts.*

*Next, send thank you notes to guests. If you need help with these notes, let us know. Finally, please forward any guest questions you received so that we can follow up.*

*Send to SAMA Foundation:*

- *Copy of your Sign-in Sheet.*
- *Any donations or volunteer forms.*
- *Guest Questions that need answers*