

Shared Harvest



Host Toolkit

Thank you for opening your table to host a Shared Harvest dinner!

This toolkit will walk you through setting up a successful dinner party in six easy steps.

You'll be sharing company with an extended community of hosts across the country hosting dinners from September 15 through November 15, investing in transformational community-led development projects in African communities.

[Event Website](#)

(Register / Login)

[Contact Us](#)

(Email claire@capnetwork.ca)

Getting Started

1 Select a Project

Choose the project you'd like to support through your dinner. You will make this selection when you register your dinner online. CAP Network has many amazing partner projects to choose from, across four countries:



Bridging Worlds Through Music: Music education and life skills for children in Geita



Gua Africa: Education and scholarships supporting refugees and vulnerable youth



Kijiji Cha Upendo Children's Project: Orphan care in loving homes in Kibera slum community



CAPAIDS Uganda: Home of Hope transitional living centre for vulnerable young women



Rainmaker Enterprise: Tonj Solar Irrigation Project and Girls Education Scholarships

All materials will be customized to this project and all proceeds will designated accordingly.

2 Register Your Dinner Online

Registration Site: capnetwork.ca/sharedharvest-register

You will be prompted to enter all the details needed including the date of your dinner, contact information, the project you'd like to support and additional information about the materials and support you'd like from CAP Network.

3 Make your guest list

Think about the people you know who a) have the financial means to make a donation (who are the people who might spend money on a meal at a restaurant?), b) might have an interest in the cause and c) will enjoy supporting you! You'll need to consider space constraints as well to ensure everyone is comfortable and has a good time.

We highly recommend getting invitations out early with an RSVP by date. That way if you're table isn't full you have time to invite some others.

4 Plan your menu

You may have some go to, tried and tested crowd-pleasing recipes already...but maybe you'd like to try something inspired by Eastern Africa? Here are some links to some fantastic Eastern Africa food sites:

- a) <https://www.sanjanafeasts.co.uk/blog/category/east-african-dishes/>
- b) <https://www.africaguide.com/culture/recipes/eastafricanrecipes.htm>
- c) <http://www.african-food-recipes.com/>

If you'd like to share your menu in advance or print a copy for display while your guests are arriving, we can provide you with a menu template with the Shared Harvest design.





5 Decide how you'd like to share information about the project

We have a variety of materials ready to send your way including:

- a) short video from CAP Network welcoming and thanking your guests specific to each project
- b) postcards specific to each project
- c) links to online content you can share in advance.

You will have a chance to make some requests for materials as part of the registration process.

We will also be in touch with you along the way to ensure you have everything you need to engage your guests and provide any additional support you may require!

6 Be ready to say thank you!

Once we know how many guests you're expecting, we will send you special thank you notes that you can mail out to your guests.

We suggest writing them and putting stamps on in advance then mailing them the next day. That way they'll get to relive the good feelings they had just days afterwards!

We will also send a thank you after the campaign to all the donors who have given consent to be contacted. This will include an update on the overall campaign fundraising and some additional information about the project.

You can also share a photo (if your guests provide consent) so we can provide a public thank you to you and your guests for taking part in the Shared Harvest campaign and help build interest for next year.

FAQs Don't be afraid to ask us anything!

1) How will people donate?

Your guests can either donate online – this is easiest when you are inviting them via email – their donations will be allocated to your dinner event. Your guests are also welcomed to donate by cheque when they come to your dinner or directly by mail. Cheques should be made out to “CAP Network” with your name on the memo line. Cheques can be mailed to: CAP Network, c/o 3 Durham St., Port Hope ON L1A 1G6

2) How and when will your donors receive tax receipts?

For guests that donate online, they will receive tax receipts as PDFs via email immediately after their donation has been processed. Guests who donate by cheque will receive a printed tax receipt by mail within two weeks of receiving their donation.

3) Why are we asking you to register online?

Part of the joy of this campaign is being able to see how your action is contributing to a greater impact through a community of dinner hosts. We will all be able to see how many dinners are happening and how much we have raised as a community. Also, seeing dinners registered and momentum building can motivate others to join in too! The more the merrier!

4) What if I'm uncomfortable asking people to donate?

Not to worry! You don't have to directly ask people to donate if you're not comfortable. You can simply share the campaign messaging with your guests, the intention will be clear that you are fundraising for the project. They'll know what to do 😊

5) How will we know our donations were put to good use?

You will receive a report by the end of the year highlighting the work that you and your guests supported, including stories and photos that you can share with your guests.

