



Shared Harvest

Sowing Seeds of Hope and
Abundance for a Healthy Future

Host/Fundraiser Toolkit

Each harvest season, we give thanks by coming together in community and sharing what we have! Harvest time is when our farmers harvest the yields of the seeds they planted months ago with patience and care to provide the food that nourishes and sustains us all.

This year has been difficult for many, with the COVID-19 pandemic putting our communities at risk of health, hunger and economic struggles; but it has equally revealed the interconnected nature of our world and the importance of acting together to support those most in need and to build a healthy future for all.

Thanks for joining us for our annual Shared Harvest campaign, a platform for grassroots communities to come together and raise funds in support of our community partners, who are on the frontlines of responding to COVID-19 and safeguarding health, education, development and resilience in African communities. When we stand together, we can sow the seeds of hope and abundance for all to reap.

This toolkit will walk you through hosting a successful fundraising event in support of one of our projects, 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)

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 several countries:



Africa Climate Action Initiative: *Working with African communities on the frontlines of climate change to adapt, mitigate and build resilience – support one of the initiative’s small projects*



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



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



Gua Africa: *Education and scholarships supporting refugees and vulnerable youth in Kenya*



Pan African Centre for Climate (PACC) Policy: *Climate education and adaptation for vulnerable communities (i.e. forest restoration projects) in Ghana, Nigeria and Cameroon*



Rainmaker Enterprise: *Tonj Solar Irrigation Project and Girls Education Scholarships in South Sudan*



Village of Love Canada

Kijiji Cha Upendo Children’s Project: *Orphan care in loving homes in Kibera slum community, Nairobi, Kenya*

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

2 Plan your fundraising event

During COVID-19, we are encouraging supporters to get creative with virtual fundraising, to keep our communities safe while continuing to support the projects close to our hearts. There are many ways you can host an event that complies with safety regulations while enabling people to come together, share food and community, and raise funds for a project. Ideas include, but are certainly not limited to:

1. **Small in-person dinner** – get together with the people you have been quarantining with in a manner that complies with COVID-19 regulations in your area
2. **Virtual cooking class** – select a classic recipe from the African community/region your project supports; ask whether one of the people involved in the project or from/connected to the community can host the class; provide participants with the ingredient list and host the class over Zoom; participants make a donation during sign up and/or during the event
3. **Delivery/porch drop-off** – for all participants who RSVP to your event and donate, order/drop off a meal to their home at the specified time; all guests come onto Zoom and enjoy the meal together; watch a film or documentary related to the project/challenges it addresses
4. **Cook-a-long** – share recipe options for delicious African dishes and cook/enjoy online together

You may have some go to, tried and tested crowd-pleasing recipes already...but maybe you’d like to try some new African dishes? We recommend starting with the [All Recipes African Recipes](#) page, and don’t hesitate to get in touch with the leaders of the project you’re supporting and they’ll be happy to share a few secrets on how to prepare their favourite dishes. 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.

Please note you can also set up a fundraising page through our online platform, indicate what you’re fundraising for, and simply ask family and friends to contribute (no special event required).

What CAP Network provides:

1. **Online fundraising platform and tax receipting** – set up your fundraiser, customize the fundraising goal and details, add photo and video, and send out invitations/requests for donation directly from the platform. Donations made through the platform are automatically provided with a charitable tax receipt from the CAP Network
2. **Online meeting tools** – use CAP Network’s paid Zoom subscription to host your online event; unlimited time, large numbers of participants, break-out room functionality
3. **Branding, promotion and technical support** – we are here to help make your event a success

3 Register your fundraiser online

Registration Site: www.capnetwork.ca/shared-harvest

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.

4 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 if hosting all or part of your event in-person. We highly recommend getting invitations out early with an RSVP by date.

5 Invite your guests, share and promote!

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 are happy to publish your event on our [Shared Harvest campaign page](#) if you want it to be available to the public. 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.

FAQ

Frequently Asked Questions

1) How do people donate? Your guests can either donate online – this is easiest when you are inviting them via email or personal message – their donations will be allocated to your event. Your guests are also welcomed to donate by cash, cheque, or e-transfer. Cheques should be made out to “CAP Network” with the event and project name on the memo line. Cash and cheques can be mailed to: CAP Network, c/o 3 Durham St., Port Hope ON L1A 1G6. E-transfers can be made to claire@capnetwork.ca with event and project name in memo line.

2) How and when will your donors receive tax receipts? Guests who donate online will receive tax receipts as PDFs via email immediately after their donation has been processed. Guests who donate by cash, cheque or e-transfer will receive a printed tax receipt by mail within two weeks of receiving their donation.

3) Why are we asking you to register online? So that you can use the fundraising platform to share the details of your event, promote the cause, and collect donations. 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 event hosts. We will all be able to see how many dinners and events are happening and how much we have raised as a community. Also, seeing events 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.

