



# Host Toolkit

Thank you for opening your table to host a dinner through the Around the Table Thanksgiving Challenge!

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 Northumberland hosting dinners from throughout the month of October. Together we are investing in the provision of fresh, healthy food for school-aged children and their families.

When we gather around a table, we reflect and celebrate what we're grateful for: love, health, work, food, shelter and many other things. But we know that not every table has food on it. COVID-19 is taking its toll on people's financial and emotional health.

When we know a child is going without nutritious food or a parent is struggling to provide a hot meal for their children we must act. No one – especially a child – should have to experience hunger.

Building this much-needed fundraising effort around a powerful symbol of food and human connection, while remembering how thankful we should be for what we have, goes to the heart of what community is all about.

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Due to COVID-19 we recommend that all gatherings are hosted virtually. If you are gathering within your own social bubble please do so safely while following all public health guidelines, including the maximum number of people allowed for indoor and outdoor functions.



# Getting Started

## 1 Select a Date and Theme for your Dinner

Around the Table takes place during the Thanksgiving season. Hosts are encouraged to plan their dinner or party in October but after is fine too. We just ask that all donations are submitted by November 15th so we can do a final count and report back to the community.

Your dinner or party can take any form from a pizza party to a potluck to a BBQ to a Thanksgiving meal with loved ones. Be creative but keep it simple – Around the Table is about gathering with people you care about while supporting a meaningful cause.

## 2 Register Your Dinner Online

You will be prompted to enter all the details needed including the date of your dinner, contact information, the program you'd like to support and details of whether your dinner is in memory or in honor of someone (optional).

## 3 Make your guest list

Think about the people you know who:

- a) Have the financial means to make a donation (e.g. Who are the people who might spend money on a meal at a restaurant and could simply turn it into a donation?)
- b) Might have an interest in the cause and would appreciate a chance to get involved
- c) Will enjoy supporting you! Who are your cheerleaders? Who will want to help you to make a difference in the community?

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...who doesn't love to gather around a big pot of soup, or family favourites like spaghetti and meatballs?

But maybe you'd like to try some new fall recipes? There is lots of wonderful local food this time of year! Here's some great seasonal recipes available online:

- a) <https://www.foodnetwork.ca/shows/great-canadian-cookbook/photos/great-canadian-thanksgiving-recipes>
- b) <https://parrysoundareafood.com/2015/10/06/thanksgiving-recipes-that-celebrate-ontarios-harvest/>
- c) <https://www.proudlynorthumberland.ca/en/videos/Cooking-and-Recipes.asp>

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 Around the Table design.



## 5 Share information about the cause and collect donations

Your guests will be happy to donate because of their connection to you. But they'll feel even better about their contribution when they know how they are making a difference in our community.

We have a variety of materials ready to send your way including brochures (will be provided to you in advance of your dinner) as well as stories and information online that you can include in invitations and email correspondence with your guests. 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!

Not comfortable asking for donations? Around the Table encourages “goodwill donations” for attending your event. This means your guests make a donation of their choice. Setup a donation box at your door so people can give anonymously or include the link to your personal web page (created when you register) with your invitation so people can donate in advance or after your dinner. Charitable donations will receive a tax receipt for income purposes.

## 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!

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 Around the Table 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 “Local Food for Local Good” with your name (the host) on the memo line. You can drop off at or mail to: 201 Burke Street, Cobourg ON, K9A 2K7.

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

Tax receipts for online donations will be issued by CanadaHelps.org (on behalf of the charity) automatically by email. All cash and cheques submitted to the charity will be receipted by Local Food for Local Good.

### 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 ask them to contribute what they would normally spend on a dinner out. Or, 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 communication by the end of the year highlighting the work that you supported.

### 6) Did we miss something?

Contact us any time for additional information or support! [info@localfoodforlocalgood.ca](mailto:info@localfoodforlocalgood.ca)

