

COMMUNITY CARE & SHARE HOST TRAINING PACKET

FUNDRAISER FOR
New Life Mission



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TIPS FOR TABLE HOSTING

APRIL 9 OR 10, 2026
HILTON MELBOURNE
200 RIALTO PLACE, MELBOURNE, FL
11:30 AM TO 1:00 PM

FUNDRAISER FOR
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Thank you so much for hosting a table with us at Community Care & Share! Below are some helpful tips that will guide you throughout your entire journey with us. Please download and take time to read through this document as you begin thinking about who you will be inviting to join your table at this annual fundraiser.

GATHERING YOUR GUEST LIST



PRAY

Ask God for direction on who you should invite. Consider friends and colleagues who may have a heart for this ministry, as well as the ability to provide a meaningful donation.



LIST PROSPECTIVE GUESTS

We suggest a minimum of 10 people, but feel free to invite a few extras as backups in case someone has to cancel close to the event. You can also extend an invitation to out-of-town guests who may not be able to attend but might be interested in making a donation.



RECRUIT A FRIEND AND CO-HOST TOGETHER

Get creative and invite couples. You may co-host with a spouse, friend, acquaintance from church or a co-worker.



CALL OR MEET WITH PROSPECTIVE GUESTS AND INVITE THEM TO THE EVENT

A personal ask for your guests to join you will be the most impactful. Send each of your guests a digital invitation. Please do not invite via mass email or Facebook post. Remember to follow up one month ahead, one week ahead, and a day or two before the event.

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WHAT TO SAY



GIVE THEM YOUR “WHY”

Your prospective guests will be curious about your involvement with New Life Mission and why you are hosting. Please share your heart! Let them know that you are a supporter of New Life Mission and why this organization is important to you. If they ask what New Life Mission does and why this organization is important to you, refer to the one-page information sheet included in this packet on page 7.

“New Life Mission equips homeless women with children to transform their families for generations. Through education, accountability, and goal advancement, their program empowers families to become self-sufficient and break the cycle of homelessness.”

IF AN INVITEE CANNOT ATTEND



INVITE THEM TO MAKE A DONATION FOR CCS

Encourage them to mail a donation to New Life Mission by giving them a self-reply envelope or direct them to www.newlife-mission.org/ccs.



ASK FOR HELP TO FILL THEIR SEAT

Ask them if they could recommend any alternative guests who they think would be interested in this event and in supporting our mission.



ALL GUESTS WILL BE ASKED TO DONATE

As a guideline, invite guests who you believe would feel comfortable donating a minimum of \$100. Donations will be collected at the end of the event, and can be made by check or credit card.

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DEADLINE FOR YOUR GUEST LIST:

TUESDAY, MARCH 31



GET YOUR LIST IN AS SOON AS YOU HAVE CONFIRMATION

Please upload your guest list to FundEasy as soon as you have confirmation of their attendance. Refer to the Guest Registration & Management Guide (FundEasy) included in this Host Packet on page 8 for guidance on how to manage your guests in FundEasy. Make sure to confirm spelling and include their email, phone number, dietary restrictions and other accommodations (wheelchair accessibility, etc). Email CCS@newlife-mission.org if you need assistance.

LEADING UP TO THE EVENT



CONFIRM YOUR GUEST LIST WITH US

We will check in with you before the event to double-check your list for correct information, spelling, and final confirmations. Be prepared and, if possible, offer back-up guests if you have cancellations.



SHARE YOUR INVOLVEMENT ON SOCIAL MEDIA

Follow us on Facebook, Instagram, and LinkedIn. Select “Going” on our Facebook Event Page. Like, comment, and share photos, reels, and videos that we post about this event and about the families we serve. Use the hashtags [#CCS2026](#) and [#NewLifeMission](#) in all your posts.



@newlife_mission



@NewLifeMissionBrevard



@NewLifeMission

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DAY OF THE EVENT



ARRIVE BY 10:45 AM

When you arrive, check-in at the Host Registration Table and receive your Host Packet and Gift. Your day-of-event Host Packet will contain envelopes for your guests to make their donations and a few other items. Keep the envelope closed until you are directed to open it during the event.



TAKE & SHARE YOUR PHOTOS

Take photos with your table and other guests! Share your photos on social media, tagging the necessary social media account and using the hashtags listed on page 3.



COLLECT DONATION ENVELOPES

After your guests finish pledging their donations, please ensure that all guests at your table return their donation envelopes to you and that they are returned to your host envelope. This will ensure that we can track donations collected from your table. Host envelopes will be collected after the event at the ballroom exit doors.

POST-EVENT FOLLOW UP



SEND THE PROVIDED THANK YOU CARD

New Life Mission will provide you with cards to send a personalized thank you note to each of your guests. Donors will also receive a letter from New Life Mission thanking them for their donation, which will serve as their tax receipt.

TABLE HOST FLYER

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1

NO COST TO HOST A TABLE OF 10 (THAT'S YOU & 9 FRIENDS!)

Prayerfully consider who to invite. The table seats 10, but if you have less than 9 confirmed, you can still host the table. Just let us know and we can help fill empty seats. Get creative! Ask a spouse or friend to be your co-host. Ask each of your 9 guests to bring a friend and fill two tables.

2

PERSONAL INVITATIONS ARE ESSENTIAL

Begin inviting friends now. Then follow-up a month, a week, and a day before the luncheon. Send us your guest list when you have confirmations, including accurate spelling and contact information for each guest. A digital invite will be attached to a digital packet, emailed to all hosts after they register. If you have not received this, please email staci.d@newlife-mission.org.

3

WHAT TO SAY

If they ask you why you are hosting or what New Life Mission does, an abbreviated answer is, "New Life Mission equips homeless women with children to transform their families for generations. Through education, accountability, and goal advancement, their program empowers families to become self-sufficient and break the cycle of homelessness."

To become a Host, email CCS@newlife-mission.org
or call Staci Donovan at 321-480-9100 x110

EMAIL SCRIPT

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Dear [Name],

I pray this message finds you and your family well! I'm excited to share information with you about New Life Mission, a nonprofit right here in Brevard County that is helping homeless women with children move from dependency to self-sufficiency.

I am thrilled to be a table host for their annual fundraiser, Community Care & Share. I would like to invite you to be my guest on **[Thursday, April 9 or Friday, April 10]** from 11:30 a.m. to 1:00 p.m. at Hilton Melbourne, 200 Rialto Place, Melbourne, FL. There is no cost to attend, but guests will be asked to make a donation to support this mission.

In addition to a delicious lunch, we'll learn how New Life Mission transforms families through a four-phase residential program—the families they've helped since opening in 2009—and how the purchase of their 25-acre property allowed them to nearly double capacity. You will also get to hear from a New Life Mission graduate whose family is etched into our hearts.

[Share a personal note about why you support the mission]

I hope you'll join me! Please reach out if you have questions.

Blessings,
[Your Name]

P.S. You can learn more about New Life Mission at www.newlife-mission.org and in the **[documents or links]** that I have included in this email for your convenience.

INFO SHEET

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MISSION STATEMENT

In a Christ-centered environment, we equip homeless women with children to transform their families for generations. Through education, accountability, and goal advancement, our program empowers families to become self-sufficient and break the cycle of homelessness.

WHO WE SERVE

When a homeless mother calls our intake line or fills out an online application, she receives the individualized resources she needs to move her family out of their current situation.

With safe housing and time to breathe, mothers have the space to heal from their past trauma and focus on setting goals to help move their families forward. Her children receive enriching child care, tutoring, mental health support, and healthy socializing through planned activities. Through Christ, accountability, education, job training, and support, true transformation takes place!

OUR PROGRAM

Our moms work through a four-phase program that lasts up to two years during which they have access to safe housing, one-on-one case management, mental health support, counseling, parenting support, weekly Bible Studies, life skills classes, educational guidance, financial coaching, education and career guidance.

GUEST MANAGEMENT GUIDE (FUNDEASY)

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BEFORE YOU BEGIN ADDING GUESTS, PLEASE REGISTER YOURSELF AS A TABLE HOST

1

Once you have confirmed that you are attending this event and know the day(s), we will register you as a host in our system. If you haven't confirmed, contact development@newlife-mission.org to notify us that you are a table host.

2

Once you've been registered as a host, you will receive an email from New Life Mission, titled "Table Host Instructions."

3

In this email, click "**Manage My Guest List**" and you will be taken to your Guest Management Portal.

4

BOOKMARK OR SAVE THE LINK TO YOUR GUEST MANAGEMENT PORTAL

This will allow you to return to this page as you begin adding your guests. You may also return to the "Table Host Instructions" email and select "Manage My Guest List" as you did previously to access this link.

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ONCE YOU ARE REGISTERED AS A TABLE HOST, YOU MAY BEGIN INVITING YOUR GUESTS!

BEGIN INVITING YOUR GUESTS THROUGH FUNDEASY

- 1** To begin inviting your guests, enter your Guest Management Portal and select “Invite Your Friends.” This will take you to a page where you can send a personalized message and a link to the event to your prospective guests.
- 2** The guests you invite through the Guest Management Portal will receive a link to either Attend, Decline, or Give. If they click, Attend, they will be brought to a page that will allow them to register themselves.
- 3** Once your guests have registered, they will be listed beneath your name in the Guest Management Portal. You will receive email updates whenever one of your guests registers.

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IF YOU HAVE INVITED GUESTS THROUGH YOUR PERSONAL EMAIL ADDRESS...

You will need to include a link to www.newlife-mission.org/ccs, which will send your guests to our webpage. There, they will have the option to RSVP for both dates.

Once they select which date they are attending, they will be brought to the FundEasy Registration Form. Let your guests know that they will need to select your name under the section “My Group Host Is:” in the Registration Form.



IF YOU HAVE INVITED GUESTS VIA PHONE CALL OR IN-PERSON...

You will either need to send them to www.newlife-mission.org/ccs to register themselves (see instructions above) OR you may register them yourself through your Guest Management Portal by selecting “Register a New Guest” and filling out the necessary information.

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WHAT DO I DO IF MY GUEST DECIDES THAT THEY CANNOT COME AFTER REGISTERING TO ATTEND?

- 1 Follow the link to your Guest Management Portal.
- 2 Click the dropdown arrow next to the name of the guest who is no longer able to attend.
- 3 Select “Cancel Registration” and this guest will be removed.

WHAT DO I DO IF MY GUEST DOESN'T HAVE AN EMAIL?



You can register your guests using their name and phone number through your Guest Management Portal.



You can direct your guest to the CCS webpage to register themselves using their name and phone number.

FREQUENTLY ASKED QUESTIONS

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FREQUENTLY ASKED QUESTIONS

Can I bring my kids?

Because this event raises nearly one-third of New Life Mission's annual budget, the seats are reserved for adults with the capacity to make a donation. We encourage families with kids to learn more about the mission by scheduling a tour with Staci Donovan at staci.d@newlife-mission.org. We love hosting families and helping them learn more about the mission and the opportunities to volunteer together as a family.

Can I invite out-of-area friends and family to donate or sponsor?

Absolutely and we encourage this! You can invite friends and family from outside the area to donate or sponsor. It's a wonderful way to expand their reach as a business owner. We love welcoming new supporters—near or far—into the mission. It gives friends and family members who live elsewhere a meaningful way to be part of your efforts and support something you care about deeply.

Additional supporters—no matter where they live—help strengthen our ability to serve more families, provide more resources, and plan for long-term sustainability.

Out-of-area support can help spark interest in bringing our model to new regions. As more people learn about the impact happening here, it can create opportunities to explore partnerships, expansion, or program replication in other communities.

SUPPORT ALONG THE WAY

We understand that hosting a table is a big responsibility, and we're here to support you.

If you have any questions or need additional help, don't hesitate to reach out to our team at CCS@newlife-mission.org. We are always here to assist you in any way we can.

Thank you for being a part of this life-changing mission to break the cycle of homelessness for women and children.