

# LITTLE FREE LIBRARY® HOUSE PARTY KIT



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Dear Little Free Library Supporter,

**Welcome.** Thank you for joining in the important efforts to raise funds for the Little Free Library nonprofit 501 (c) (3) organization. We appreciate your agreeing to become a fundraising host! We created this House Party Kit to assist you as a resource for your fundraising event. Please remember to let us know about your event by first filling out the House Party event forms, and by taking photos of your event for us to share online and through our social media.



House Parties are a great way to raise awareness of the Little Free Library organization—both helping to highlight the impact of little libraries in your community and increasing donations to our nonprofit organization, which serves a network of more than 100,000 little libraries. **When you raise \$100 or more, you can elect to receive a commemorative 100,000<sup>th</sup> library keepsake medallion for your library. Please make sure to fill out the online form at: [LittleFreelibrary.org/house-party](http://LittleFreelibrary.org/house-party).**

Hosting a House Party for Little Free Library emphasizes the importance of little libraries to your community and the value added to the health and vitality of your neighborhood. Volunteering to host a party allows guests to see old friends, meet new people, share the love of books, and support Little Free Library's global book-sharing network—in your own little corner of the world.

We hope you find these House Party materials helpful. The House Party Kit provides straightforward information and ideas, and we also offer a fundraiser video to show at your event. You'll find a link to it and other additional materials on our web page: [LittleFreelibrary.org/house-party](http://LittleFreelibrary.org/house-party).

Your support makes it possible for us to continue expanding our book-sharing programs to communities in need. Thanks again for helping us share our mission to inspire a love of reading, build community, and spark creativity by fostering neighborhood book exchanges around the world.

Please feel free to contact us with any questions or to exchange ideas for your Little Free Library House Party.

Sincerely,  
Your Friends at Little Free Library

*P.S. We'd love to hear about your House Party! Be sure to send us photos and reactions about how it went.*





## Support Your Love of Reading, Literacy, & Community with a House Party Fundraiser

Are you a passionate member of the Little Free Library network and ready to share your excitement with others? You can do this in a very personal way by hosting a House Party—an informal friend- and fundraiser for Little Free Library and its mission to inspire a love of reading, build community, and spark creativity by fostering neighborhood book exchanges around the world.

A House Party provides a setting in which you can introduce the Little Free Library nonprofit organization to others and raise revenue in support of the organization. It offers an opportunity to share your personal testimony and belief in spreading the joy and power of reading and community. A House Party is a great way to raise funds and build support for the Little Free Library nonprofit organization!

*NOTE: Although we call it a House Party, it could be held outdoors or anywhere in your neighborhood or community that people like to gather.*

### Why Raise Funds for Little Free Library?

Little Free Library is a 501(c) (3) nonprofit organization. In just ten short years LFL has inspired a global network of more than 100,000 registered book exchanges through which more than 165 million of books have been shared and where strangers have become friends. Little Free Library has accomplished a lot, but there is much more to do in service to its mission.

Financial gifts to Little Free Library are used to expand book access and strengthen communities' one neighborhood at a time. Little Free Library accomplishes this through its three core programs:

- **Steward Services:** Our central program nurtures volunteer stewards and supports the expansion of the book-sharing network around the world.
- **Impact library Program:** Provides no-cost LFL book exchanges to communities in need.
- **Native library Initiative** – providing no-cost libraries to Tribal communities across the U.S.
- **Action Book Club™:** Combines reading with community service projects.



### Let Us Know You're Planning a House Party Fundraiser—We Can Help!

If you're thinking about having a House Party, please contact us by filling out the short form at [LittleFreeLibrary.org/contact-us](https://LittleFreeLibrary.org/contact-us). We can provide Little Free Library materials for your presentation, remittance envelopes for contributions, and more.

# How to Host a Successful House Party Fundraiser

## 1. Plan the Event

### Select a date and time

Wednesday and Friday evenings and Sunday afternoons are known to be good times for House Parties. But other times work well, too; much depends on the format of your party and the convenience of your guests.

### Build a guest list

Invite your friends, neighbors, other local LFL stewards, business associates, and members of groups you belong to such as book clubs and neighborhood organizations. A group of 8 to 15 guests can be a good number, but larger numbers can work, too, if circumstances allow.

*NOTE: Recruiting a co-host can help you organize, spread the word, and broaden your guest list.*

### Choose your party theme and format

A House Party can come in many forms—you know your guests better than anyone and can create a party tailored just for them. From theme to food, beverages, and presentation, organize a party that fits the time of day, season, and your guests' interests.

Here are some fun and memorable House Party ideas to spark your creativity:

- A gathering at your home (cocktails, afternoon tea, etc.)
- A warm-season backyard barbecue or pool party
- A potluck at your church or workplace
- A neighborhood block party centered around your own Little Free Library.

Whatever type of gathering you choose, make it unique to you and your community!

## 2. Invite Your Guests and Encourage Their Attendance

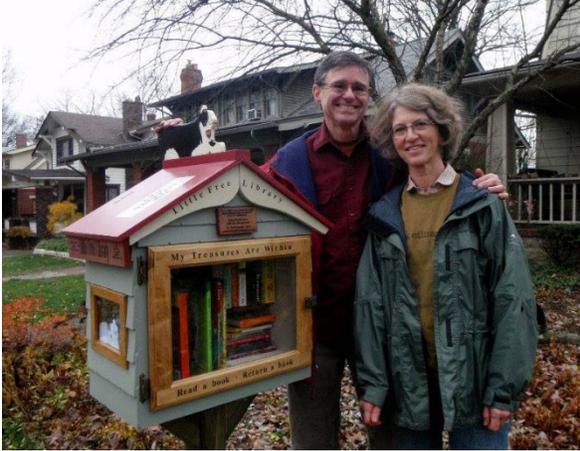
### Invitations

You may choose to download the sample invitation provided in this kit, send email or written invitations, or you could use a free electronic invitation service like Evite.com or Punchbowl.com. You might also consider using Facebook Events or other social media tools as part of your invitation plan.

Check out our Sample Invitation Letter (page 9) if you need help with what to say.

In addition to providing basic date, time, and location information on your invitation, please keep these additional elements in mind:

- Use “Little Free Library” in the title or subtitle of your party.



- Include the time when the presentation portion for your party will begin.
- Be clear that this is a fundraiser in support of an organization near and dear to your heart.
- Phrases such as “Donations are gratefully accepted” and “Please remember your checkbook” are nice ways to emphasize the purpose of the gathering and the importance of raising revenue for Little Free Library.
- Include RSVP details (email and phone number) and encourage the guest’s response.

### **Send reminders**

Keep track of who responds to your House

Party invitation. Call invitees that haven’t responded, letting them know, “I want to make sure you received the invitation to my House Party—I’d love to see you at this fun event!”

Make follow-up calls or send email or e-vite reminders to all your guests one week before the event.

## **3. Make Final Preparations**

### **Set a fundraising goal to help focus your efforts**

Your expectations will help inform your decisions about the style of the party, your presentation, and other details.

### **Have presentation and handout materials ready**

Little Free Library’s House Party web page offers a number of documents that you can download, print, and hand out to help you tell the Little Free Library story. Downloads available at [LittleFreelibrary.org/house-party-kit](http://LittleFreelibrary.org/house-party-kit) include:

- About LFL
- Our Story
- LFL Stats and Milestones
- Impact library Program
- Native library Initiative
- Action Book Club
- LFL branding materials

You may want to show an LFL video or two as part of the presentation, or show the LFL House Party PowerPoint. If such is the case, it’s wise to bookmark these in advance so your presentation will flow smoothly. These items are also found at [LittleFreelibrary.org/house-party-kit](http://LittleFreelibrary.org/house-party-kit).

- LFL video: ["Inspiring Readers: A Little Free library Story"](#)
- [Little Free Library House Party PowerPoint](#)



Having a computer with the LFL World Map ready for interaction can be an engaging activity for your guests. Find it at [LittleFreelibrary.org/OurMap](http://LittleFreelibrary.org/OurMap).

### **Print out Guest Sign-In Sheet and Name Tags**

The Guest Sign-In Sheet is essential for capturing contact information and reporting donations. Little Free Library will use this information to send a note of appreciation to attendees and acknowledgments to the donors. Name tags can be helpful if guests don't know

one another. You will find both Guest Sign-In Sheets and name tag designs at [LittleFreelibrary.org/house-party-kit](http://LittleFreelibrary.org/house-party-kit).

### **Be ready to receive donations**

You may give your guests several options for making their donations:

- **Personal Check:** This is a very typical approach for fundraisers. Guests may simply hand you the check or leave the check in a bowl or basket you provide. Checks should be written out to "Little Free Library."
- **Credit Card or Personal Check via donation envelope:** We encourage you to use LFL donation envelopes for receiving gifts from your guests. The envelopes provide privacy while giving us the information we need about the donor. Guests may hand the completed envelopes to you or leave them in a bowl or basket. Some may wish to take them home to mail in later.
- **Credit Card via LFL online donate page:** To make a private and secure online donation, guests can visit [LittleFreelibrary.org/donate](http://LittleFreelibrary.org/donate). Gifts received this way may be matched to your guest list to credit you with the contribution if made within 30 days of the House Party.
- **Cash:** Although we discourage cash donations, don't be surprised if you receive some. Please keep the cash and send us a check or money order for the amount received. Providing us with names and gift amounts from the cash donors is appreciated.

**NOTE:** All donations must be submitted in the form of U.S. dollars or converted to U.S. dollars.

### **Charge up your camera and phone**

You'll want to capture photos and videos of the fun—and share them with your guests and Little Free Library!

## **4. Have a Great Time on Behalf of a Worthy Cause**

House Parties are usually 1.5 to 2 hours long:

6:00 - 6:30: Guests arrive and sign the Guest Sign-In Sheet

6:30 - 7:00: Guests mingle and enjoy food and drink

7:00 - 7:30: Host makes presentation followed by the request for donations

7:30 - 8:00+: Host thanks guests and invites them to continue to visit and enjoy the party



### **Ask guests to sign in**

Make sure the Guest Sign-In Sheet—with pens!—is handy when guests arrive. LFL will send an acknowledgment to all guests and invite them to sign up for our newsletter. You may also want to have name tags available upon guests' arrival.

### **Make the Little Free Library presentation**

After guests have had time to enjoy refreshments, peruse handouts, and chat with one another, it's time to gather everyone together for the presentation.

The LFL presentation need not take more than 20 to 30 minutes including the request for donations at the end. The presentation should be succinct, but compelling and inspiring. You know Little Free Library—you can do this! Tell your guests about

the Little Free Library movement, describing it in your own words and telling why you care about it. What *you* find inspiring about Little Free Library, sharing, books, reading, and neighborly connections will inspire your guests, too.

A guest speaker—such as a volunteer steward, passionate patron, educator, literacy expert, author, or LFL representative—can help make the case for support.

We encourage you to include at least one of the LFL-produced items from the House Party page in your presentation, such as the PowerPoint, fundraiser video, About LFL handout, or other resources described in the Preparations section, above.

### **Ask for donations**

The request for contributions should immediately follow the presentation. This is the time to share your donation goal for the evening and ask your guests to give to the best of their ability. Remind guests that every donation counts in attaining your goal.

The LFL Fundraiser video can be a great lead-in to this portion of the presentation. Follow it with a pause for your guests to fill out donation envelopes, write checks, or donate online. A final expression of sincere appreciation to your guests will close the presentation portion of the event.

**NOTE:** *A person other than yourself may make the request. This person should be empathetic and compelling about why LFL is so important to them personally and why literacy and access to books is vital to a healthy community.*

## **5. Follow Up with Guests and Little Free Library Afterward**

### **Express your appreciation**

Be sure to thank all of your guests as they are leaving, and encourage anyone who hasn't used the sign-in sheet to do so. Then send thank-you notes via mail or email within a few days. Let your guests know that they were significant in meeting your fundraising goals and supporting



the Little Free Library nonprofit organization. See the Sample Thank You Letter (page 10) for ideas about what to say.

Follow up with those you invited but who could not attend the event. Send them a note with a link to LFL's online donation page:

[LittleFreeLibrary.org/donate](https://LittleFreeLibrary.org/donate) and ask them to make a gift to this worthy organization. If they mention you in the note section, we can more easily link their donation to your efforts.

### **Send your donations and report items to Little Free Library**

Please contact us at [LittleFreeLibrary.org/contact-us](https://LittleFreeLibrary.org/contact-us) to let us know you've completed a House Party and we can guide you through the next steps.

Then, within a week of the event, be sure to mail the following items to: Little Free Library, 573 County Road A, Suite 106, Hudson, WI 54016:

- **Host Report Form:** This form (page 12) provides Little Free Library with detailed information about you, your guests, and the gift each person donated. Little Free Library will use this information to credit you for the donations generated by your House Party and to officially acknowledge donors' gifts. Some of your guests may want these acknowledgments for use at tax time. The form also asks if you care to receive any thank-you items or store credits that may be currently available to House Party hosts.
- **Guest Sign-In Form (page 11):** You may send your original list or a copy. This will support the Host Report Form.
- **Donations:** These are the checks and remittance envelopes collected at the House Party. Remember that cash donations must be converted to a check, and that only donations in U.S. dollars may be accepted.

### **Little Free Library's wrap-up tasks**

Once Little Free Library receives your donations and report, we will immediately acknowledge receipt of the materials and let you know if we have any questions. We will then open a 30-day window for any further donations that arrive from your guests.

After the 30-day window, Little Free Library will:

- Notify you of the total amount of gifts received attributed to you and initiate processing of the 100,000<sup>th</sup> library commemorative medallion.
- Send thank-you messages and donation acknowledgments to all guests for whom you provided contact information.

### **6. Share Your Story!**

We welcome feedback, pictures, and videos of your event. With your permission, some may be used to highlight LFL House Party events and be featured in our volunteer steward and donor communications.

# THANK YOU!

## Sample Invitation Letter

Dear \_\_\_\_\_,

Have you ever noticed a Little Free Library in our community? As a supporter and a \_\_\_\_\_ [steward, educator etc.], I am a huge fan of Little Free Libraries and would love to tell you more about the organization and the programs they provide. As a \_\_\_\_\_ [friend, associate, important community member, etc.], I am inviting you to a House Party I am hosting to benefit the Little Free Library nonprofit organization.

I am thrilled to be able to host this event to raise awareness about the wonderful work of the Little Free Library organization whose mission inspires a love of reading, builds community, and sparks creativity by fostering neighborhood book exchanges around the world. Little Free Library is the largest book-sharing network in the world with more than 100,000 little libraries and volunteer stewards in all 50 states and over 108 countries. Little Free Library book exchanges have shared more than 165 million books to-date.

I would love to share my experiences with you and tell you more about the wonderful work and programs of Little Free Library.

Please join me in a wonderful evening of fun and friendship for a great cause.

### **Details**

When: (Presentation at: \_\_\_\_\_)

Where:

RSVP by \_\_\_\_\_ [date] to \_\_\_\_\_ [your name] at \_\_\_\_\_ [street address, phone, or email].

Food and drinks will be provided! Your presence is appreciated. If you are unable to attend but would still like to donate to the cause, visit [LittleFreelibrary.org/donate](http://LittleFreelibrary.org/donate). If you have any questions, feel free to contact me. Hope to see you at the party!

Sincerely,

[Your name and contact information]

## Sample Thank You Letter

Dear \_\_\_\_\_,

Thank you for attending my House Party benefiting the Little Free Library nonprofit organization, now celebrating its 100,000<sup>th</sup> library milestone. We had a great time and were so happy that you were able to attend. I hope you enjoyed the event and learning more about Little Free Library, an organization I really believe in. Your interest and support of our work means a lot.

The Little Free Library movement continues to expand, one little library at a time. As the Little Free Library organization moves forward to advance the love of reading into more communities where book access is scarce, we are grateful for new supporters like yourself who care about community and the power of literacy.

Please consider staying connected to the organization and the great work that we do. You can help us achieve our 2020 mission to expand our book-sharing boxes to communities in need and support the wonderful stewards who help make it all happen.

Sincerely,

[Your name and contact information]

**WELCOME!**  
*Please Sign In*

Name	Phone No.	Email	Address	City, State, Zip

YES, Little Free Library may contact me with information about the organization.

Name	Phone No.	Email	Address	City, State, Zip

YES, Little Free Library may contact me with information about the organization.

Name	Phone No.	Email	Address	City, State, Zip

YES, Little Free Library may contact me with information about the organization.

Name	Phone No.	Email	Address	City, State, Zip

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Name	Phone No.	Email	Address	City, State, Zip

YES, Little Free Library may contact me with information about the organization.

Name	Phone No.	Email	Address	City, State, Zip

YES, Little Free Library may contact me with information about the organization.

Name	Phone No.	Email	Address	City, State, Zip

YES, Little Free Library may contact me with information about the organization.

## House Party Host Report

Please complete this form and return it along with Guest Sign-In Sheet and donations to:  
Little Free Library, 573 County Rd. A, Suite 106, Hudson, WI 54016

### Host Information – Please fill out completely.

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_ Total Revenue Raised: \$ \_\_\_\_\_

Yes, I raised \$100 or more for Little Free Library, and I would like to receive the 100,000<sup>th</sup> library commemorative medallion.

No, do not send me the 100,000<sup>th</sup> library commemorative medallion.

### Donations List

*Note: Donations must be in U.S. currency. Please include the Guest Sign-In Sheet containing contact information with this form.*

Guest(s) Name: \_\_\_\_\_

Contact info is on Guest Sign-In Sheet  
 Contact info is unknown or in donation envelope

Donation

Donation amount: \$ \_\_\_\_\_

Donated, but amount unknown

Guest plans to donate later

Donation Type

Envelope (Check or credit card)

Check (No.: \_\_\_\_\_)

Website donate page



## House Party Host Checklist and Reminders

### Planning

1. Contact Little Free Library staff for LFL donation envelopes if desired—they are recommended for credit card and check donations
2. Invite guests
3. Follow up with guests who haven't RSVP'd
4. Download and print pages from [LittleFreelibrary.org/house-party](http://LittleFreelibrary.org/house-party) and set up video or other online materials for presentation

### During the Party

1. Have all guests sign the Guest Sign-In Sheet.
2. Make your Little Free Library presentation.
3. Offer guests preferred donation methods (credit card; check; LFL donate page; text-to-give).
4. Thank everyone as they leave.

### Within Seven Days Following the Party

1. Convert cash donations to a check or money order; convert donations to U.S. dollars if necessary. Do not send currency in the mail.
2. Complete Host Report.
3. Mail Guest Host Report, Sign-In Sheet, and Donations to Little Free Library.
4. Receive acknowledgment of mailed materials from LFL.
5. Send thank-yous to guests.

### 30+ Days After the Party

1. Receive notice from LFL on total donations attributed to your House Party.
2. Receive thank-you gifts from Little Free Library.