



THE DC ABORTION FUND

# DCAF BENEFIT TOOLKIT

Abortion access is under attack. Now more than ever, your support of the DC Abortion Fund (DCAF) is crucial. Help empower pregnant people to make the best choice for their futures.

## HOST YOUR OWN FUNDRAISER

Invite your friends to a house party or happy hour, host a tournament, or organize a benefit concert. Planning your own fundraiser is a great way to gather your friends, share why you support DCAF, and raise money to make sure safe abortion care is accessible to everyone who seeks it.

## GET STARTED

1. **Who do you want to share your DCAF love with?** Friends interested in creating positive social change, acquaintances outraged by the state of our political climate, community leaders — the options are unlimited. Take a look at your networks and come up with a guest list fitting for your event. Pro tip: Invite more people as there will be no-shows. And following up on e-invites with a phone call will help attendance.
2. **Create a goal!** Making a fundraising goal can be daunting but it can also be a huge motivator for guests to reach and exceed that amount. Think about what is realistic based on your potential attendee list and feel free to be ambitious. Don't be afraid of failing to reach this goal: It's only a number and any amount helps DCAF and our community.
3. **Pick a date and time.** The date will help you book a venue and can even help you choose a theme. While themes aren't necessary, they can be fun. Consider throwing a DCAF benefit around Women's History Month, the anniversary of Roe v. Wade, Valentine's Day, or any other time of the year to celebrate.
4. **Choose a venue.** Think about your intended guests and decide on a venue that is appropriate for the crowd and easily accessible. Show off your home, office, or your favorite rentable venue.
5. **Decide the type of event you're hosting.** Is it an intimate house party, punk concert, karaoke competition, auction, movie screening, or something else? Feel free to be creative but don't overwhelm yourself. Sometimes simplicity is best.
6. **Think about how your event will raise money.** Will there be a fixed price to attend, an ask at the event, auction items, specialty cocktails with proceeds going to DCAF?
7. **Come up with the "extras."** Food, signature drinks, music, entertainment, photo booths, etc. Your guests will be there for you and for your passion of DCAF — make sure you keep the event welcoming.
8. **Spread the word!** Send paper or email invitations, publicize on social media, email your listserv of "nasty" women. Tell people why you are having the event and that it will benefit DCAF and abortion access in your community.

Also, don't forget to let us know too! Feel free to share your event by tagging DCAF on social media or emailing [events@dcabortionfund.org](mailto:events@dcabortionfund.org).

Lastly, be conscious about security and take reasonable steps to avoid protesters at your event, such as only inviting people you know personally and not advertising the event address

publicly if you will be hosting the event at a private residence.

## SHARING INFORMATION ABOUT DCAF

You don't need to be an expert on abortion access or currently involved with DCAF to host a fundraiser. You just have to be passionate and willing to share your passion with your network.

To help you share information about our work with your network, feel free to use these resources:

- **Visit [dcabortionfund.org](https://dcabortionfund.org).** Here you can learn more about our mission, vision, values, and how we do our work.
- **Print our most recent annual report for guests to learn more.** These can be found in our website's About section.
- **Request a DCAF speaker.** Schedule permitting, we can provide a seasoned DCAF volunteer to help answer questions or share firsthand how critical financial support is for our work. To request a speaker, please email [events@dcabortionfund.org](mailto:events@dcabortionfund.org) and use the subject line "Speaker Request." Be sure to include details about your event, including date, time, location, and any specific needs you have.

## COLLECTING DONATIONS

There are several ways for attendees to make donations to DCAF at your event.

- Attendees can give online at [dcabortionfund.org](https://dcabortionfund.org). This is by far the easiest way for DCAF to accept donations.
  - For ticketed events, hosts could ask attendees to give online before the event and bring their email receipt as proof of donation.
- Hosts could collect all donations from the party.
  - Make one single party donation online or via check.
  - All donations could be mailed to DCAF to be individually credited to each donor. Please be sure to clearly note how much each person donated.
- Writing and mailing checks:
  - Checks should be made payable to DC Abortion Fund.
  - Checks should be mailed to: DC Abortion Fund, P.O. Box 65061, Washington, DC 20035
- Tax receipts & gift acknowledgements
  - DCAF is a 501(c)(3) charity and gifts are tax-deductible.
  - In order for DCAF to provide a tax receipt and gift acknowledgment, we need the donor's full name, gift amount, and contact information.
  - Please note: The most convenient method for DCAF to provide tax receipts and acknowledgements is by making your gift online at [dcabortionfund.org](https://dcabortionfund.org).

## AFTER YOUR EVENT

1. **Thank everyone who came.** Their attendance means the world to not just you, as their host, but to the whole DCAF family.
2. **Engage your friends and attendees to stay involved with DCAF!** They can do this by signing up for our emails at [dcabortionfund.org](https://dcabortionfund.org), following DCAF on social media ([Facebook](#), [Instagram](#), and [Twitter](#)), becoming a monthly donor, hosting their own fundraiser, volunteering, and more!

## SAMPLE MATERIALS

### **Save the Date**

Benefit for DCAF

Join me in supporting the DC Abortion Fund and making reproductive freedom a reality.

When:

Where:

Who:

Why:

Cost (optional): \$20 donation at the door  
RSVP to [xyz@gmail.com](mailto:xyz@gmail.com) by date

### **Invitation**

Dear Guest Name,

With every passing day, we are seeing more and more reproductive rights stripped from countless people across the country and around the world. Every person deserves to have the choice when and whether to start a family.

In times like these when it's easy to feel angry, but let's turn that into motivation to create change. I hope you'll join me, and like-minded friends, in sharing drinks and food while raising money for DC Abortion Fund — so that every person can have access to a safe abortion.

When: Date

Where: My home (address)

Why: Because we can be a positive force in helping pregnant people in the DMV

Cost (optional): \$20 donation at the door

RSVP by date to [xyz@gmail.com](mailto:xyz@gmail.com).

Hope to see you there!

Host Name

### **Follow-up**

Dear Guest Name,

Thank you for joining me, and fellow DC Abortion Fund friends, at the [insert event name]! It was incredible to host so many advocates and supporters in a night of fun, education, and response.

I am happy to say that all the money raised has gone directly to DC Abortion Fund so that they can provide services and funding to pregnant people in need of abortion access and support.

Your continued championship of DCAF is important now more than ever as we embark on an uneasy political climate. Our work, no matter how big or small, is significant to helping our fellow community members seek the options that are best for them.

I hope you continue to fight alongside DCAF and myself in the coming days, months, and years. Learn more about their work and give back at [dcabortionfund.org](http://dcabortionfund.org).

Thank you for your generosity!

Host Name