



THE DC ABORTION FUND

## HOSTING A DCAF BENEFIT

Abortion access is under attack and DCAF is seeing a huge increase in needs among people who need help paying for their abortion care. Now more than ever, your support of the DC Abortion Fund is crucial.

### HOST YOUR OWN FUNDRAISER

Individuals hosting fundraisers is a great way to raise money for DCAF as well as help to build our network and raise awareness of our services. It's also a great opportunity to get the word out about the role abortion funds play in the reproductive access and justice landscape.

The below lays out how to host a fundraiser. Events people have hosted in the past include house parties, happy hours, tournaments, and benefit concerts.

### GET STARTED

1. **With whom do you want to share about DCAF?** 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. In general, it's best to invite more people than the ideal number, as there will be no-shows.
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 the goal: any amount helps DCAF and our community.
3. **Determine whether you want someone there to speak on behalf of DCAF.** If so, email DCAF's Development Director, Alisha Dingus, who can help to coordinate a speaker. Send an email with as much information as you have about the event's desired date, venue, and theme to [Alisha@dcabortionfund.org](mailto:Alisha@dcabortionfund.org), cc'ing [events@dcabortionfund.org](mailto:events@dcabortionfund.org).
4. **Pick a date, time, and venue.** One option is to time the event around an external event—for example, Women's History Month, the anniversary of Roe v. Wade, Valentine's Day, or after a major news event.
5. **Decide on the type of event you're hosting.** Is it an intimate house party, a benefit concert, a wine tasting, an auction, a pot luck, a movie screening, or something else? Feel free to be creative, but it tends to be best to keep it focused on one theme or

activity. From a messaging perspective, simplicity is best.

6. **Determine 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, or something else? Make sure to include [DCAF's donation link](#) and QR code (below) in your communications for anyone who can't attend but still wants to donate.
7. **Spread the word.** Send paper or email invitations and publicize it on your social media channels if you feel comfortable sharing it publicly. Have a clear message about why you're hosting the event and what people can expect once they arrive.
  - a. In publicizing the event, be conscious about security. In some cases where events related to DCAF are public, protesters might show up. (DCAF can share guidance on how to engage with protesters if desired.) Make sure you collect RSVPs and vet them, and if the venue is a private home, only share location details with vetted respondents.

### **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](http://dcabortionfund.org) to learn more about our mission, vision, and how we do our work.
- Print our most recent annual report(s) for guests to learn more. These can be found in our [About section](#).

### **COLLECTING DONATIONS**

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

- Attendees can give online at [dcabortionfund.org](http://dcabortionfund.org). This is by far the easiest way for DCAF to accept donations.
- Hosts could collect all donations from the party and then make one single donation online or via check.
  - All donations can 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 tax receipts and gift acknowledgments, 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](http://dcabortionfund.org).

If you still have a question about donations, please email [alisha@dcabortionfund.org](mailto:alisha@dcabortionfund.org).

### **AFTER YOUR EVENT**

1. **Follow up via email** and include the following:
  - a. Thank everyone who came and remind them their attendance means a lot not just to you but to the whole DCAF community.
  - b. Include a summary of anything discussed at the event and the [DCAF donation link](#). If you feel comfortable, encourage folks to become monthly donors to DCAF.
  - c. Share [DCAF's volunteer form](#).
  - d. Share this document in case they want to host fundraisers of their own.



*DC Abortion Fund donation QR code*