



For over forty years, WEAVE has provided comprehensive services for survivors of domestic violence, sexual assault, and human trafficking within the Sacramento region.

WEAVE works to build a community that does not tolerate sexual assault, domestic violence and sex trafficking and provides survivors with the support they need to be safe and thrive. Help us to build that community by hosting a community event benefitting WEAVE and our various crisis intervention services to survivors.

As a non-profit, we rely on community support to better serve survivors within Sacramento.

### **WHY HOST A COMMUNITY EVENT?**

- Your help allows us to provide services to over 14,000 survivors
- Your help brings awareness in the community
- Your help shows survivors that the community cares and gives them hope
- Your help saves lives

### **WHERE DO I START?**

- Decide on one of the following ideas:
  - Host a Drive
    - WEAVE is always in need of both every day and holiday specific items for survivors with different lists available on Amazon [here](#) .
    - Organize a drive at places like your workplace, church, community center, book club or sewing circle.
  - Fundraising
    - Organize a concert, a performance or other event with 100% of the proceeds benefitting WEAVE.
    - Work with your friends and family to put on a communal yard or bake sale with all the sales benefitting WEAVE.
    - Request donations to WEAVE in place of gifts or cash at your wedding, housewarming, birthday, anniversary or any other celebratory event.

### **I DECIDED ON MY EVENT, BUT NOW WHAT?**

- Now that you know how you want to help, contact the Philanthropy Department at (916) 319-4914 or at [hgreenawalt@weaveinc.org](mailto:hgreenawalt@weaveinc.org) to share your idea. Complete the application and return to WEAVE for approval. We will review your submission and contact you within 3-4 days.



## TIPS

- Before sending your application, here are some tips:
  - Have you created a budget?
  - Do you have a location? If so, are there any fees associated with renting it?
  - Where will your attendees park? Will there be any need for security?
  - If the event is outdoors, do you have a backup plan for bad weather?
  - Who will you invite? How will you invite them? Will they have to RSVP?
  - Will food be served? If so, do you have a budget? Will it be donated?
  - Will you need a permit for alcohol? Or an event permit?
  - How will you market the event?
- **PLEASE NOTE: WEAVE cannot provide neither liability coverage of any kind nor obtain permits for you.**

## HOW CAN WEAVE HELP?

- Have a representative from WEAVE at the event. We would love to have a presence at the event and share with your attendee's information on the agency.
- Promote the event on our social media pages and/or website.
- Provide tax receipts in accordance with state and federal laws.
- Send you our logo for use on promotional materials. WEAVE must review any promotional materials with our logo prior to finalizing.

## WHAT WILL WEAVE NOT DO?

- WEAVE cannot provide you with our mailing list.
- We cannot accept donations and return any funds to you to cover expenses.
- We cannot provide funds for expenses.
- We cannot be the beneficiaries of a raffle as it may compromise our tax-exempt status. An auction is a great idea!
- We cannot solicit sponsorships on your behalf.

## TIPS TO CONSIDER DURING THE EVENT

- Take pictures! We want to thank you for your support and share your success via our social media pages and our website. You can tag us on Twitter, Instagram and Facebook @WEAVEInc. AND be sure to use the hashtag #DIYforWEAVE.
- Have fun!



#### **WHAT DO I DO AFTER THE PROJECT IS FINISHED?**

- Contact the Philanthropy department to arrange a time to drop off donations and/or check directly afterwards. We want to say thank you and take a photograph of the you and the donation.

The continued support of our survivors by the community is greatly appreciated. We all thank you for your help making this a better community for everyone. We look forward to hearing from you!

Contact us at [hgreenawalt@weaveinc.org](mailto:hgreenawalt@weaveinc.org) or (916) 319-4914.

For more information on WEAVE, please visit [www.weaveinc.org](http://www.weaveinc.org).