**INTERFAITH BUILD PROJECT EVENT INFORMATION**

A GUIDE TO A SUCCESSFUL EVENT

**Step 1:** Raise Awareness among your Members

An informed individual will more likely become involved and passionate about our Project. There are several ways to educate your members about this issue:

* Presentation
* Bulletins, email blasts, and announcements
* Printed material available and distributed
* Electronic and printed information from Habitat for Humanity (donor cards, annual reports and videos).

**Step 2:** Solicit support for event from the Diocese and Habitat.

**Step 3:** Form a committee or team that will develop, organize and implement a plan for a Diocese Campaign based upon an agreed upon timeline. Consider the following types of activities:

* Dinners, fundraisers, sponsored events, bottle drives, garage sales, car washes, etc.! Try to be inclusive when designing events so there is something for everyone. Always incorporate the Habitat message and a sense of fun into events.
* Individual Solicitations
* Matching Grant challenges
* Holiday related appeal

**It is important to inform the Diocese when hosting an event or offering tax receipts for donations (as CRA rules are complex). In addition, remember to share your promotional material with the Diocese on the type of event and use of any logos.**

**Step 4:** Develop the Plan and determine the resources needed to implement the plan.

**Step 5:** Implement the Plan!

**Step 6:** Thank your volunteers and donors.

SHARE YOUR EVENT WITH US

**Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Our event will involve \_\_\_ people.**

**Build Days (*please refer to the Build Day sheet for info on how to schedule your build day*)**

Please contact the Diocese for cost of getting involved in Build Days.

We would like to sponsor \_\_\_ Habitat Interfaith Build Days

We would like to have \_\_\_ Build Days for our members.

We would like to have \_\_\_ Build Days with other faith communities

**Our Event Goal is $\_\_\_\_\_\_\_**

**We need the following resources (include number of each):**

\_\_ General literature about Habitat for Humanity worldwide

\_\_ General literature about Habitat for Humanity in southern Alberta

\_\_ Specific promotional literature the Interfaith Build Project

\_\_ Guest speakers from the Habitat professional staff or the Interfaith Build Clergy Leadership Team

Notes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Send completed form to**

Marilou LeGeyt Marilou.LeGeyt@calgarydiocese.ca

Catholic Pastoral Centre (403) 218-5519

120 17 Ave SW

Calgary, AB T2S 2T2