



# The Greater Chicago Caucus

## House Party Kit

The Greater Chicago Caucus provides this House Party Kit to members and friends who support civil and human rights, economic justice and a sustainable environment.

If you have questions concerning the information provided in this House Party Kit, please call the Greater Chicago Caucus at: 312-401-4321.

### 1. What is a successful house party?

House parties have three purposes:

- Raise money for the campaign
- Introduce the candidate to voters
- Identify new volunteers

### 2. How do I invite people to come to the party?

Call everyone on your invitation list. Tell your friends that you are supporting the candidate and tell them your top reason for supporting the candidate. Ask them if they would like to attend a party at your home to meet the candidate and get involved in their campaign.

### 3. Who should I invite?

Make a list of your family members, neighbors and friends. Include as many people as possible. Include your business and religious communities. You should invite three times as many people as you hope will attend. If you end up with too many people – Great!

## House Party Check List

### Three Weeks before the House Party:

- Select a location for the party (Usually your home or office)
- Schedule Party with Campaign
- Create your guest list (3 times longer than you hope for. If you want 30 people to attend, invite 100.)
- Call all of the Guests on your list and ask to send/email an invitation to them.
- Send/Email Invitations. You might want to send an “Evite” to everyone. i.e. [www.evite.com](http://www.evite.com) Be sure to include the information from the sample House Party Invitation on the GCC website.
- Call the GCC Office (312-401-4321) to request GCC Buttons and flyers and let us know the specifics of your house party.

### Two Weeks before the House Party:

- Verify that the party is listed on the Campaign website and it is on the Campaign schedule.

### One Week before the House Party:

- Call all of the guests and remind them about the party.

### At the party:

- Wear your GCC pin or sticker!
- Make your guests comfortable and welcome. Encourage them to wear a GCC pin or sticker when they come in the door.
- Introduce the candidate to them.

- Let the campaign make the pitch for donations
- Thank everyone for coming to your party and ask them to support the candidate.
- IMPORTANT!** Ask the campaign to tell you the total amount of donations collected along with any volunteer contributions such as signs, working in the office or offers for other house parties. Call the GCC phone (312-401-4321) immediately and leave a message with this information and your name.

## Frequently Asked Questions:

### Why do I have to ask for a donor’s name, address, employer and occupation in the invitation?

Federal law requires this information for donations over \$200 per person to ensure clean campaigns.

### How much money can each guest donate?

Each person can donate up to a maximum of \$2,300. Husbands and wives can each donate \$2,300 separately.

### If I pay for snacks and refreshments do I have to report that as an in-kind contribution to the campaign?

Most campaigns want you to report the cost of the house party. It increases their reported donations.

### Can my guests make online donations to the campaign at my party?

Yes! Go ahead and set up a computer in a separate corner or room. Bring up the campaign’s donation page and invite your guests enter their credit card donations online. (Ask a campaign representative to assist the guests and provide you with the total amount of online donations at the end of the evening.)

### Are campaign contributions tax deductible? No

### Who can contribute to a political campaign?

All U.S. Citizens and immigrants with green cards indicating that they have legal permanent residency status can contribute. Foreign nationals and corporations may not contribute to a political campaign.

## Greater Together!



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