



Table Captain Tips

Recruiting Guests: A personal touch really makes the difference! If you send a hard copy invitation, include a notes and let potential guests know why **you care** about supporting Bellevue schools through Bellevue Schools Foundation.

If someone is unable to attend, they can still help! Let them know they can call the BSF office at 425.456.4199 or give online at www.bsfdn.org.

We can help you fill seats. If you have more than 10 guests, or need help filling a table of 10, contact us and we can connect you with supporters who need hosts.

Think about friends, business contacts, neighbors, even your dentist or realtor—many people have a strong interest in making sure Bellevue students receive the very best education!

Hosting a Generous Table: Be clear with your guests about helping you reach your table goal. We ask guests to consider a gift of \$200 or more at the luncheon, to raise at least \$2,000 per table. How much did your table raise last year? What's your goal this year? Let your guests know.

Every \$1,000 gift given at the luncheon will be matched by Angel donors. Let your guests know it's a great way to double the money put to work in Bellevue's schools.

Generous sponsors underwrite the luncheon, so 100% of donations go directly to support excellence in education.

Encourage your guests to bring their employer's matching gift form to the luncheon; it's an easy way to increase support.

Enjoying Spring for Schools: Consider decorating your table with your school colors, bringing small gifts or making name cards for each guest. Nothing too fancy, just a warm personal touch!

Arrive at 11:15 a.m. so you have time to greet and chat with your guests. If you don't know everyone at your table, introduce yourself and welcome newcomers. Encourage guests, if they have time, to view the displays of student work and vote on the student art on the mezzanine.

Thank You! BSF will thank your guests for their generosity, but the personal touch of a note, call or email from you goes a long way. Help us thank your guests for helping students!

Transforming Education. Supporting Students.