

# Champions 2024

## Table Captain Toolkit

Tuesday, April 23 | 11:30 a.m.-1:00 p.m.  
Livestreamed from the Sheraton Grand Seattle



### We Can Thrive: Stories from Youth in Foster Care

Thank you for joining us as a table captain at Champions 2024!

Champions is Treehouse's biggest fundraiser of the year, and we appreciate your role in inviting your network to celebrate young people in foster care and be part of the community that rallies around them.

At the event, you and your guests will hear from young people who have experienced foster care and what it means to thrive, heal and build the life of their dreams.

As our community and programs have expanded statewide, it's more important than ever that we continue building connections across Washington. By inviting your friends, family and colleagues to be guests at your table, you'll help us grow and strengthen the Treehouse community statewide.

Whether you've been attending Champions for years — as a community partner, donor or staff member — or are new to Treehouse, this toolkit has all the info you need as a table captain.



**Join us for our statewide community celebration — livestreamed from the Sheraton Grand Seattle!**



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# Table Captain

## Frequently Asked Questions

### What is a Table Captain?

Table Captains take on a leadership role in organizing and hosting a table at Champions 2024. They are committed to our mission and rally support around our work by agreeing to introduce Treehouse to their family, friends and colleagues with the goal of filling a table of 10 at the event.

### How much does it cost to attend?

There is no ticket price! Corporate sponsors underwrite event costs, so there is no ticket price to attend. Each guest will be asked to make a personally significant gift to Treehouse at the event. Gifts of \$300 or more will be matched by the Challenge Pool.

### What's the best way to recruit friends, family and co-workers?

A great way to effectively engage potential guests is to reach out to them through two channels. For example, you could invite them initially in person, followed by a subsequent email or note. Clearly express your reasons for supporting Treehouse and extend an invitation for them to join you at the event. Utilize the provided sample email to personalize invitations for your friends and colleagues, simplifying the registration process and ensuring they receive event details via email.

### Who should I invite?

Have you been a Table Captain before?

Yes!

No

Consider expanding your invites to new friends

Make a list of everyone you know who might be interested in making a difference in the lives of young people experiencing foster care.

Ask a returning guest to bring a friend or two.

The ideal guest is eager to learn about how they support youth in foster care and has the capacity to make a donation.

# Registration

## Frequently Asked Questions

### **How do I register my guests for the event?**

There's several easy ways for you to manage the guests at your table.

If you already know who your guests will be, one option is that you can fill in each person's information when you register as a table captain.

If you don't know yet who will attend, that's no problem. After registering as a table captain, you'll have access to a table management page where you can enter information for each guest after they RSVP with you.

In order to register a guest, you'll need to know their name, address, phone, email and pronouns, as well as their accessibility needs and meal choices (vegan or chicken.)

If you don't have accurate information for each of your guests, you can send them a link to enter their own information.

Register your table here:  
[www.treehouseforkids.org/register](http://www.treehouseforkids.org/register)

### **What if I can't fill my table?**

Please get in touch with us if you are unable to recruit 10 guests. While the event is structured around table captains inviting guests, there are often individual attendees who need to be assigned table captains. We will seat these guests at tables that have yet to be filled. Please get in touch with us at [Champions@treehouseforkids.org](mailto:Champions@treehouseforkids.org) for support.

### **What if someone is unable to attend?**

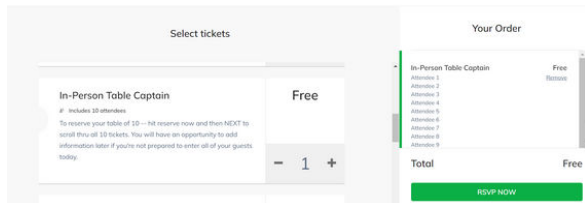
If one of your invitees declines your invitation because they are not available that day, be sure to offer the opportunity to join us via the live stream or for them to donate in your reply email or message.

"I'm so sorry you can't join me. The good news is that you can still support Treehouse's important work! If you can't make it in person, you can register as an online guest to view the event's live stream. You can [register here](#). You can also send a check with "Champions" in the memo line to Treehouse at 2100 24th Ave S #200, Seattle, WA 98144, or [donate online](#). Gifts of \$300 or more will be matched."

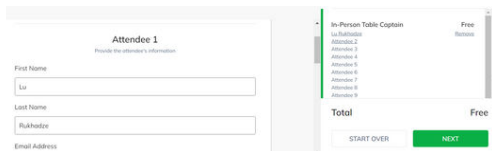
# Registration

## How to Register and Manage Your Guests

1. Click [here](https://treehouseforkids.org/register/) [treehouseforkids.org/register/] and select In-Person Table Captain.
2. Then enter the number of tables you wish to host at Champions and click “RSVP Now.” The image below shows the reservation of one 10-top table.



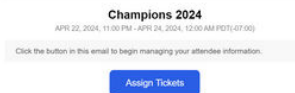
3. You will then be prompted to fill out information for your attendees. You are **Attendee 1**. Fill in your information and press next.



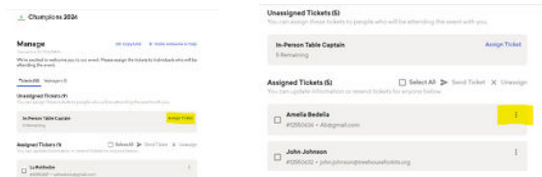
4. Fill out the following attendees with your guests' information. **Haven't solidified your guest list? No problem!** Click the next button for the attendees you have not confirmed. You will be able to update your guest information later.

5. After your 10th attendee, you will be prompted to checkout. Fill in your information and press reserve. You will receive an automatic email confirming your registration.

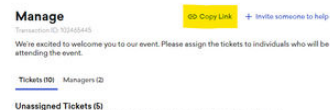
6. By the next business day, you will receive a Welcome to Champions 2024 email; use the “Assign Tickets” button to access your table management page. Here you can assign tickets, edit attendee details, and invite guests to input their own information.



7. To assign a ticket to a guest, click "Assign Ticket," enter their details and save. Then click the three dots on the right-hand side of the ticket (second image), and select "Send Ticket" to email your guest their confirmation.



8. To send your guests a link to fill out their own ticket information, select “copy link” at the top of your page. Find suggested invitation wording on page 6.



9. Encourage your guests to check their emails for confirmation and follow the additional instructions provided.

If you need any help along the way, contact us at [Champions@treehouseforkids.org](mailto:Champions@treehouseforkids.org).

# Action Guide

## Hosting To-Do List

### What is the day of the event like?

On April 23, you and your guests can start arriving at the Sheraton Grand Seattle at 11:30 a.m. with the program starting promptly at noon.

Your guests will check in at “Guest Registration” under their last names, where they will receive their table seating assignments and name tags.

You will check in with a Treehouse staff member at the "Table Captain Registration" table, where you will receive your name tag, seating assignment, in-room donation instructions to share with your guests and your welcome gift.

### What happens after the luncheon?

Attendees who made a gift will receive a thank you note for their contribution. Attendees who did not give and guests who were unable to attend will receive a special letter, asking them to make a gift to Treehouse. Please encourage your guests who did not attend to make a one-time gift or join our monthly donors' program. Every dollar counts towards our big goal!

### Should I send a pre-Champions reminder?

Absolutely! Treehouse will send a registration confirmation when a guest registers and reminder emails with pertinent details before the event. However, a personal touch from you makes the most impact. A brief email or phone call a few days before Champions expressing your gratitude for their attendance is a powerful and personal reminder.

### How can I be a successful Table Captain?

- 2 months before: Send your emails and make your calls inviting your guests.
- 1 month before: Finalize your guest list. Check your guest management page to ensure your attendees are assigned tickets. The last day to edit and assign tickets is April 9.
- 2 weeks before: Confirm that your guest list is up to date and all of the
  - 1 week before: Send a personal reminder email to all your guests.
  - Day of event: Arrive early to greet your guests.

# Sample Invite Email

Edit copy as needed to best communicate with your guests.  
Where it says REGISTER NOW, add hyperlink to your custom registration page.

Dear [Insert Guest Name],

I am reaching out with great excitement and a heartfelt invitation to join me at Treehouse's Champions 2024 on Tuesday, April 23, from 11:30 a.m. to 1:00 p.m. at the Sheraton Grand Seattle.

Treehouse invests in the success of young people who have experienced foster care by recognizing that youth are the experts in their own lives. Last year, Treehouse worked alongside 6,758 youth, creating opportunities for them to determine their own path and empowering them to dream, heal and create their desired life.

There is no ticket price for attending Champions. During the program, you'll hear directly from youth on the impact your support can have. You'll then have the opportunity to make a gift at the level that feels right for you.

If you can attend, please REGISTER NOW [insert the link to your registration page here. Instructions on retrieving your personal link can be found on page 4, step 8.] If you cannot attend, please consider making a gift by clicking DONATE NOW. Your support plays a vital role in transforming the systems holding youth in foster care back.

I genuinely hope you will join me at Champions 2024 — an inspiring hour where we come together to support youth in foster care. Your presence and support make a significant difference.

Sincerely,  
[Insert Your Name]

# Social Media Tools

## Get Connected With Us

You can see updates about Treehouse and the upcoming event by following us on social media. You can share our updates with your network, making it easy to ask guests to join you!

Follow us on [Facebook](#), [X \(formerly Twitter\)](#), [Instagram](#) and [LinkedIn](#).

You can also search for Treehouse on Facebook at /treehouseforkids, on Instagram at @treehouseforkids, on X (formerly Twitter) at @treehousetweets and on LinkedIn as Treehouse.

## What should I be sure to do when posting?

When posting, remember to tag Treehouse and use the event hashtag #TreehouseChampions. Sample posts are provided for inspiration or create your own. Include @TreehouseTweets and #TreehouseChampions in your tweets.

 [twitter.com/treehousetweets](https://twitter.com/treehousetweets)

 [instagram.com/treehouseforkids/](https://www.instagram.com/treehouseforkids/)

 [facebook.com/treehouseforkids](https://www.facebook.com/treehouseforkids)

## Media links for sharing

- [Foster Care Facts](#)
- [Meet the Treehouse Class of 2023](#)
- [Meet Karla and her family](#)
- [Meet three sisters in Graduation Success](#)
- [Tash & Maiya: Treehouse Alum in Conversation](#)

I am a proud supporter of Treehouse, a local nonprofit that invests in the success of young people who have experienced foster care by providing crucial academic and essential support. I'm hosting a table at their upcoming event, Champions 2024, on Tuesday, April 23, at the Sheraton Grand Seattle. Would you like to spend your lunch hour hearing about this great organization?

Excited to host a table for @TreehouseTweets at their annual Champions event! Who will join me in transforming the systems holding youth in foster care back? #TreehouseChampions

Join me for @TreehouseTweets annual event on 4/23. Let's level the playing field for youth in foster care. #TreehouseChampions

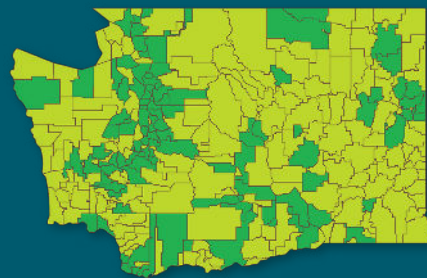
# Table Captain Talking Points

## Treehouse partners with youth in foster care by providing:

- Clothes, toys, school supplies, hygiene items and more.
- Weekly one-on-one academic support for youth 8th through 12th grade.
- Advocacy skills to youth and caregivers for youth K through 12.
- Funding for identity-developing experiences like summer camp, sports, haircare and more.
- Funding so youth can get their driver's license, including funding for driver's ed, licensing fees, car insurance and more.
- Weekly one-on-one support to guide the transition from high school to adulthood independence.

Last year, Treehouse expanded programs statewide, ensuring youth could access our services regardless of their location.

### The Impact of Statewide Expansion



- School districts served before April 2023
- New school districts served as of April 3, 2023

## Accomplishments from Last Year



**91,700**

clothing items, books, backpacks and other supplies distributed



**6,074**

requests funded to cover costs for housing, transportation, school fees and other basic needs



**1,407**

educators, caregivers and community members attended 80 trainings led by Treehouse