

Instructions for Hosting "Dining With a Purpose"

Welcome and thank you for joining us in this movement to change the world together. Included are a few instructions when hosting along with an idea sheet for hosting a dinner.

• Donations:

- o Please make sure all checks are payable to CNCF. On the memo line Canadian Women World Changers Fund
- o Debit or Credit cards donations can be done on the womenworldchangers.org website – Canadian Donations tab – click “Donate Now” button (donations can be one-time or monthly – have your iPad or laptop open and ready – women can complete their donation right then & there!)
- o Copy each sign in sheet and keep in a file as backup
- o Please mail donations & Sign in Sheets to:

**Canadian National Christian Foundation (CNCF)
89 Auriga Drive
Ottawa, ON K2E 7Z2**

Add a note in the envelope: To be deposited to Canadian Women World Changers Fund

Everyone including yourself will receive a receipt for your giving. On-line donation receipts are issued immediately. Receipts for cheques mailed in will be sent out within 7 – 10 business days from the time CNCF receives it.

• Membership forms:

- o All attendees that are interested in hosting a “Dining with a Purpose”, raising funds or helping in any way, need to fill out a membership form.
- o Please type in each new member’s information from the form into the WWC web site (womenworldchangers.org) this can be done by clicking on “Membership Form” tab. This is the place you can enter all new members information.
- o Please have all new members information entered within 3 days of your event.
- o Keep all membership forms you have received in a file for future information.

• Conference Calls

- o Announce the next conference call and how exciting it is to be plugged in to the bigger picture:
 - International Dial In # 605-475-4000 pass code: 1090627#
 - Canadian Dial In # 559-670-1000 pass code: 297 807#