

Host a Fundraiser For a Legislator

Why should I host a political fundraiser?

Fundraisers allow you and your colleagues to develop and enhance personal relationships with candidates in a casual and friendly setting. Hosting a fundraiser is an integral and traditional part of the electoral process. Running for public office is an expensive proposition and candidates need the help of supporters in their community to get elected. Elected officials recognize campaign supporters, and, as a result, fundraisers ensure that the physical therapy profession is heard.

For whom should I host a political fundraiser?

Contact Michael Matlack, Associate Director of Grassroots and Political Affairs, to find out whether a candidate supports physical therapy in your state. Mr. Matlack can also inform you of any campaign finance rules, etiquette and protocol to which you should conform. If possible, host a fundraiser in cooperation with your state/ district chapter meeting.

How do I invite a candidate to a political fundraiser?

Write an invitation letter to the candidate's campaign office and follow up with a phone call. The invitation should be sent out as far in advance as possible. During the campaign season, the candidate's schedule will be booked very fast.

Should others help me plan the fundraiser?

Form a small event committee to develop a potential donor list and help with the logistical and planning of the fundraiser. Include committee members who have experience in fundraising, who know many prospective donors and who can complete the bookkeeping for the event. Committee meetings can be held by conference call and should adhere to an agenda.

Who should I invite as guests to my political fundraiser?

Invite PTs, other health care providers, neighbors, friends and business associates who support physical therapy and the Member of Congress. The candidate will appreciate a large turnout.

Where should I host a political fundraiser?

Most fundraisers are held in private homes or a business office. Of course, where you host a fundraiser depends largely upon the size of the event and the ambiance that you want to create.

Should I print formal invitations?

Printed Invitations add prestige to your event. Follow your invitations with a phone call to prospective donors.

How long does it take to plan a fundraiser?

Allow at least seven weeks to plan the event.

What happens at a fundraiser?

A fundraiser is a simple reception. Allow ample time for the guests to arrive before the candidate. Introduce the candidate to your guests and provide time for the candidate to address the group as a whole. Collect the political contribution checks from your guests. Typically, the event should last no more than two hours.

What happens after the fundraiser?

- Write a thank you letter to the donor.
- Write a thank you letter to the candidate for attending.
- Follow-up on any outstanding commitments.
- Prepare an accounting of the event.
- Deliver the outstanding commitments that you collected to the candidate.