



## PLANNING YOUR HOUSE PARTY

**T**hank you for your interest in hosting a House Party to support the Fidelco Guide Dog Foundation. This kit is designed to make the planning and hosting of your event as easy as possible. We provide you with all the materials you need including step-by-step instructions to guide you through the planning process, a sample invitation, donation forms and brochures. Also included is a “Share the Vision” DVD for you and your guests to view at your event.

The suggested fundraising goal for each party is \$100 or more through guest donations. More than just a fundraiser, a Fidelco House Party is a great way to bring together friends, family, neighbors, and co-workers in a comfortable environment to raise awareness of Fidelco’s programs; highlighting the freedom and independence Fidelco’s German Shepherd guide dogs provide those with visual impairments.



103 Old Iron Ore Rd.  
Bloomfield, CT 06002  
860-243-5200  
[www.fidelco.org](http://www.fidelco.org)



# WHAT IS A HOUSE PARTY?

A house party is a small, intimate “friendraising” event held in your home, office, community center or restaurant. House parties are hosted or co-hosted by individuals who care about and support Fidelco’s work. The purpose is to raise awareness and money for Fidelco while having fun! Fidelco’s house party kit is designed to keep you organized and help you host a fun and easy event.

## **WHAT KIND OF PARTY SHOULD I GIVE?**

Anything you like! Just have a doggone good time! Make it simple or pick a theme and get creative! Keep in mind that the host or hostess incurs all event expenses so be sure to only plan on what your budget can accommodate.

### **House Party Ideas:**

- Bone Appetit Dinner Party
- Howlin’ Brunch
- Doggie Bag Luncheon
- Lazy Dog Afternoon Tea
- Yappie Hour Cocktails and Hors d’oeuvres
- Whine Tasting
- Blind Potluck
- Dessert in the Dark
- Doggone Good Snacks

Whichever you choose, be sure to allow enough time to plan ahead. The Fidelco party planning kit will help you get started.

## **Planning your House Party**

Included in the Fidelco party planning kit are the following ideas to get you started:

- Party planning checklist
- Sample invitation
- Thank you cards

### ***Your Fidelco information kit includes:***

- Fidelco newsletters
- Share the Vision DVD
- Fidelco client cards
- Annual reports
- Brochures
- Bookmarks
- Donation Envelopes
- Sign in sheets
- Event follow up report
- Fidelco fact sheet

**Once you select a party date, contact Jan Adams at  
860-243-4801 or [jadams@fidelco.org](mailto:jadams@fidelco.org) to receive your  
Fidelco information kit!**

# PARTY PLANNING

*Regardless of what type of party you choose to host, planning is the key to every successful event. Below is a checklist to get you started.*

## **5-6 weeks before your event**

- Contact Fidelco to inform us about your event. You can reach Jan Adams at 860-243- 4801 or [jadams@fidelco.org](mailto:jadams@fidelco.org).
- Decide on your venue, party type and theme
- Prepare budget and menu
- Design and print your invitations. This kit includes a sample invitation that you may use for your event or you may choose to design your own invitations. To keep costs down, consider electronic invitations like those that can be created on [www.evite.com](http://www.evite.com).
- Prepare your guest list. Keep a list with contact information for all of your guests to be used later to thank them for attending.
- Send a "Save the Date" e-mail or note to everyone on your list.

## **4 weeks before your event**

- Mail or e-mail your invitations. Be sure to include RSVP and directions.
- Plan for food and drink. Your event can be as complex or as simple as you like.
- Finalize menu
- Let us know the final guest count so that we can provide Fidelco materials for your event. Contact Jan Adams at 860-243-4801 or [jadams@fidelco.org](mailto:jadams@fidelco.org).

## **1 week before your event**

- Send a reminder email and follow up on guests who have not RSVP'd
- Purchase beverages and supplies
- Decorate/arrange Fidelco literature
- Map out party logistics (where to show DVD, where everyone will sit)

# THE EVENT SCHEDULE

*We recommend that you break your event into four sections. Although events generally last an average of two hours, you can adjust this schedule to fit your needs.*

## **SAMPLE EVENT 6:30 P.M. - 8:30 P.M.**

### **6:30 p.m. - 7:00 p.m.**

🐾 Welcome guests. Display your sign-up sheet and invite guests to provide their contact information if they wish to receive information from Fidelco including FidelcoNews, our quarterly newsletter. A sign-up sheet is provided in your packet.

🐾 Mingle

### **7:00 p.m. - 7:30 p.m.**

🐾 Introduce guests to Fidelco. Main points should include: location, mission (what we do), brief history and how Fidelco “changes lives.” Enclosed is a Fidelco fact sheet which will give you all the information that should be highlighted.

🐾 Make a personal “ask.” Personal fundraising is most effective. Take a few minutes to tell your guests why you decided to hold this event and why you support Fidelco. Talk about what first got you involved and how their contributions will help “change lives”. Don’t be afraid to show your passion.

🐾 Use client story cards as an icebreaker. At some events, hosts have asked guests to read the story out loud to get things started.

### **7:30 p.m. - 8:00 p.m.**

🐾 Show the Fidelco “Share the Vision” DVD (included in packet). The video runs for approximately 12 minutes.

🐾 Following the video, discuss ways that your guests can become involved with Fidelco.

- Make a one time donation
- Spread the word
- Become a monthly donor
- Volunteer to work on or run a fundraising event
- Raise a foster puppy
- Join us at the Walk for Fidelco
- Host a house party

### **8:00 a.m. - 8:30 p.m. Event Wrap-Up**

🐾 Answer questions

🐾 Hand out donation envelopes

🐾 Provide Fidelco information to take home

🐾 Accept donations. Some people leave a basket near the front door so that guests may drop envelopes into the basket as they exit your home. Be sure to remind everyone to include their contact information so that Fidelco may acknowledge their generosity.

🐾 Encourage friends to sign up to receive free Fidelco newsletters or e-news.

🐾 Thank everyone for attending and for helping you “Share the Vision.”

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## ***AFTER YOUR PARTY, PLEASE FOLLOW THE GUIDELINES BELOW SO THAT FIDELCO CAN PROPERLY ACKNOWLEDGE YOUR GUESTS IN A TIMELY MANNER.***

Return contributions, contact information and party follow-up to Fidelco for timely processing

Return any unused Fidelco materials

Be sure to send personal thank you notes to anyone who needs a special acknowledgement, such as grocery stores that may have donated food or supplies for your party.

Don't forget to send out personal notes to your guests thanking them for attending and letting them know how much you appreciate them sharing the vision.

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*A house party is a fun, social way to introduce your family, friends and co-workers to Fidelco. The more people who are aware of Fidelco and our mission, the more men and women with visual disabilities who can benefit from a Fidelco guide dog. Thank you for helping us share the vision!*

# HOUSE PARTY FOLLOW-UP

*Please return to Jan Adams, Fidelco Guide Dog Foundation, 103 Old Iron Ore Rd., Bloomfield, CT 06002*

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Date of Event \_\_\_\_\_

Type of Venue \_\_\_\_\_

How many people were invited? \_\_\_\_\_

How many people attended? \_\_\_\_\_

How many people made a donation? \_\_\_\_\_

Do you have any tips that you would like to share with others who may be planning a similar event? What worked? What didn't? What would you do differently?

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The donations collected at my event are enclosed.

Date \_\_\_\_\_ Cash \_\_\_\_\_ Number of Envelopes \_\_\_\_\_

Please include names and addresses of those whose donations are included in this package so that Fidelco can send a written acknowledgement of their contributions.

**Thank you for hosting a Fidelco House Party and being part of the Fidelco family!**

## **SAMPLE INVITATION:**

*The Fidelco Guide Dog Foundation, Inc. is dedicated to promoting increased independence to men and women who are blind by providing them with the highest quality guide dogs.*

**Please join me for some fun and to help increase  
freedom and independence for men and women who are blind!**

According to the National Eye Institute, 30 million Americans have visual disabilities. That number is expected to double in the next 10 years. If only one percent of those people chose to apply for a guide dog, it would immediately double the number of guide dog users in the U.S. The demand for Fidelco guide dogs is at an all-time high. I'm committed to do something to help Fidelco continue to provide guide dogs to those who need them. I'll be hosting a party and asking for donations on behalf of the Fidelco Guide Dog Foundation. Give what you would for a night out on the town and plan on spending an evening with friends as we support a great cause together!

[Insert details about the party: date, time, location, etc.]

Please RSVP by [date]. If you cannot attend, you can make an online donation at [www.fidelco.org](http://www.fidelco.org). If you have any questions, you can reach me at [phone/email]. I'm looking forward to seeing you on [date] to have fun, do good and help the Fidelco Guide Dog Foundation!

Sincerely,

[Name]





# THANKS FOR COMING!

## Please Sign In

In order for us to keep you posted on upcoming events, please fill in your contact information.

Name	Address	E-Mail Address/Phone Number	I would like to receive the following information:
			<input type="checkbox"/> FidecoNews quarterly newsletter <input type="checkbox"/> Fideco on Command e-newsletter <input type="checkbox"/> Foster info <input type="checkbox"/> Volunteer info <input type="checkbox"/> Please contact me
			<input type="checkbox"/> FidecoNews quarterly newsletter <input type="checkbox"/> Fideco on Command e-newsletter <input type="checkbox"/> Foster info <input type="checkbox"/> Volunteer info <input type="checkbox"/> Please contact me
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# DOGGIE RECIPES FOR PEOPLE

The following are some fun food ideas to inspire you. Bone appétit!  
(These are PEOPLE recipes. NOT intended for dogs!)

## “Puppy Chow” Recipe for Humans

- 1 cup Chocolate Chips
- 8 cups Chex Cereal
- 1 cup Peanut Butter
- 4 cups Powdered Sugar
- 1 cube Butter or Margarine

Melt butter, chocolate chips, and peanut butter together.  
Pour over Chex cereal. Put mixture in paper bag,  
add powdered sugar and shake until covered.

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## Diggin' Dog's Delight

The more you dig, the better it gets!  
(NOTE: This is for people, not dogs)

- 1 box chocolate cake mix
- 12 ounces chocolate instant pudding (2 6-oz boxes)
- 1 cup Kahlua, (or chocolate syrup for a virgin variation)
- 2 12-oz or 1 24-oz tub of Cool Whip
- 6 Heath or Skor candy bars, chopped into small pieces.

Bake cake according to package directions in a 9x13" pan. When cooled, prick top of cake with fork and pour liqueur or chocolate syrup into the cake. Let soak in refrigerator overnight. Make chocolate pudding according to package directions and chill.

To create the dessert, crumble half of the cake into a glass bowl (a trifle or punch bowl works well). Layer half the pudding, Cool Whip and crumbled candy, then repeat with the other half. Cover and refrigerate until ready to serve.

## **Garlic-Cheese Dog Biscuits for People**

1-1/4 cups shredded cheddar cheese  
1/4 cup stick margarine, softened  
1-1/2 cups whole wheat flour  
1 to 4 garlic cloves, minced  
Dash salt  
6 to 8 tablespoons milk

In a mixing bowl, beat the cheese and margarine. Add the flour, garlic and salt; mix well. Add enough milk to form a stiff dough. Cover and refrigerate for 30 minutes.

Roll out dough to 1/4-in. thickness. Cut with a bone-shaped cookie cutter. Place on an ungreased baking sheet. Bake at 375° for 15-20 minutes or until edges are golden brown. Remove to wire racks. Biscuits will harden as they cool. Yield: 1-1/2 to 2 dozen (depending on cookie cutter size).

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## **Puppy Dog Salad**

1 lettuce leaf  
1 canned pear half  
1 prune half  
2 mandarin orange segments  
1 red maraschino cherry  
1 raisin

Place lettuce on a salad plate; place pear cut side down over lettuce. For ear, place the prune on the wide end of pear. Place orange segments along the bottom for collar. Place cherry at the narrow end of pear for nose. Add raisin for the eye. Yield: 1 serving.

# Puppy Dog Cake

NO BONES ABOUT IT—just a glance at this tasty canine confection for people is bound to get guests' stomachs growling! The dessert is surprisingly simple to prepare, too...beginning with a mouth-watering coconut cake recipe. You can easily "groom" this baked treat into a pooch by adding chocolate, candy and a fruit snack to make a friendly face. So collar your own critter for a party...you'll have a howlin' good time!

## INGREDIENTS:

5 squares (1 ounce each) semisweet chocolate  
2 tablespoons plus 1-1/2 teaspoons corn syrup  
4 eggs, separated

## CAKE:

4 squares (1 ounce each) white baking chocolate  
1/2 cup water  
1 cup butter, softened  
2 cups sugar  
3 teaspoons vanilla extract  
2-1/2 cups all-purpose flour  
1 teaspoon baking soda  
1 cup buttermilk  
1 cup flaked coconut  
1 cup chopped pecans

## FROSTING/DECORATING:

1 package (8 ounces) cream cheese, softened  
1/2 cup butter, softened  
3-3/4 cups confectioners' sugar  
1 tablespoon milk  
1 teaspoon vanilla extract

## DECORATION:

4 chocolate-covered peppermint candies  
1 piece shoestring black licorice (4 inches)  
1 red fruit Roll-up

In a microwave-safe bowl, melt the semisweet chocolate; stir until smooth. Stir in corn syrup just until mixture is well blended, forms a ball and is no longer shiny. Turn onto an 8-in. square of waxed paper. Press chocolate mixture into a 7-in. square. Let mixture stand at room temperature until dry to the touch, about 2 hours.

Let separated eggs stand at room temperature for 30 minutes. In a microwave-safe bowl, microwave white chocolate with water at 30% power until chocolate is melted; cool to room temperature.

In a large mixing bowl, cream butter and sugar until light and fluffy. Beat in the egg yolks, vanilla and white chocolate mixture. Combine flour and baking soda; add to creamed mixture alternately with buttermilk. In a small mixing bowl, beat egg whites on high speed until stiff peaks form. Fold into white chocolate mixture with coconut and pecans.

Fill four greased muffin cups half full with batter. Spoon remaining batter into two greased 9-in. round baking pans. Bake cupcakes at 350° for 15 minutes and cakes for 35 minutes or until a toothpick comes out clean. Cool for 10 minutes before removing from pans to wire racks to cool completely.

In a large mixing bowl, beat cream cheese and butter. Add the confectioners' sugar, milk and vanilla. Set aside 1 teaspoon for decorating.

Roll out chocolate mixture on waxed paper to 1/8-in. thickness. Using a sharp knife, cut out two 4-in. x 2-in. ears; round one end of each. Cut out two 1-1/4-in. circles for eyes, two 1-in. long strips for eyebrows and one 5-in. heart for muzzle; set aside.

To assemble, place one cake on a large platter or covered board (about 14 in. x 11 in.). Cut off cupcake tops; cut a 1/4-in. piece from a rounded edge from each cupcake and discard. Place cut side of two cupcakes against side of cake with edges touching; frost top of cake and cupcakes. Top with remaining cake and cupcakes; frost top and sides.

Place ears opposite the cupcakes, inserting the flat ends into side of cake 1/4 in. from top. Fold ears over the top of cake. Position eyes, eyebrows, and muzzle.

Place a small amount of reserved frosting on the back of each mint; insert two for eyes and two for nose. Place licorice on the muzzle as whiskers. With scissors, cut fruit roll-up into a 4-in. strip and round one end; place straight and under muzzle for tongue.

Yield: 10-12 servings.

## Blind Date Cookies

Yield: 30 Servings

30 lg Pitted dates

30 lg walnuts; Halves

1 1/4 c all-purpose flour

1/4 tsp salt

1/4 tsp baking powder

1/2 tsp baking soda

4 tbs butter

1/2 tsp vanilla extract

3/4 c light brown sugar; firmly packed

1 egg

1/2 c sour cream

### Glaze:

4 tbs butter

1 c confectioner's sugar

1/2 tsp vanilla extract

2 tbs milk; (more if necessary to thin glaze)

Adjust a rack to the top position in the oven and preheat the oven to 400 degrees. Cut parchment to fit cookie sheets.

Slit one long side of each date, stuff with one walnut half or a few pieces of walnut. Close the date around the nut and set aside.

Sift together flour, salt, baking powder and baking soda and set aside.

Cream the butter, add the vanilla and the sugar and beat to mix well. Add the egg and beat thoroughly. on the lowest speed gradually add half of the dry ingredients, Then all of the sour cream, Add the remaining dry ingredients. Scrape the bowl after each addition and beat only until combined. Transfer the dough to a shallow bowl for easier handling.

Using two forks drop each stuffed date into the dough and roll it around until it is completely coated. There will be enough dough to cover each date, but don't overdo it or you won't have enough to go around.

Using the forks, place the dough coated dates 2-3 inches apart on the prepared cookie sheets. Bake one sheet at a time for about 10 minutes until lightly browned.

While baking, prepare the glaze. melt the butter and mix it well with the remaining ingredients, using only enough milk to make the mixture the consistency of soft mayonnaise. Keep the glaze covered when you are not using it.

Remove the cookies from the oven. With a pastry brush, immediately brush the tops with a generous coating of the glaze. Transfer cookies to a rack to cool. Let them stand until the glaze is dry.