



TIPS and INFORMATION

Completing the Participation Form

- ❖ Use the **Meeting Name** shown on the PAL website. Please look at 'Find A Meeting' on website for this information.

- ❖ **Information for a fundraising page for your meeting**
 - Goal Setting (required)
 - If your meeting participated in the past, look at your prior results to guide setting a goal.
 - Please set a goal of at least \$100 and/or a minimum number of monthly donors.
 - Only those with your meeting link will see progress towards the goal.
 - Photo to represent your meeting (highly recommended)
 - Purpose is to make a visual association with your meeting or PAL.
 - Building where you meet
 - An iconic feature (area landmark) in your community (e.g., Fountain Hills used a picture of the fountain)
 - Your picture (only if you are comfortable doing so)
 - Hope, landscape, flower... something pleasing
 - Please do not use pictures of people in the meeting.
 - Make sure you have permission to use pictures.
 - If a photo is not provided, PAL will add one.
 - Suggestion for meeting message (optional)
 - Provide a personalized message or inspirational statement about PAL

- ❖ Sample for completing **Distribution of Funds Raised**
 - If you are not allocating all donations to national efforts, enter as percentages to show how you want the meeting share of the donations to be spent. An example of this portion of the form completed is on the top of the next page.

Please spend 1/3 of the donations (up to \$500) in the following way:

30 % for a thank you recognition gift basket or equivalent financial donation to our host facility (value increments to be used: \$50, \$100, \$150, \$250, \$500)

40 % for copies of Mike Speakman's book "The Four Seasons of Recovery" (minimum value: \$13)

_____ % for copies of "Smoke and Mirrors" (minimum value: \$8)

30 % to receive targeted marketing to promote our meeting through paid social media ads (minimum value / increments: \$25)

_____ % for national efforts

100% Total of the 1/3 portion of YOUR PAL group's donation (entries must add to 100)

- We will round up and slightly alter allocations between spending categories to balance the funds available to spend for the meeting. For example, if the above meeting were to be credited \$100 in spending, \$50 would be used for the facility (minimum is \$50 with \$50 increments), 3 Speakman books (\$39), and 2 Smoke and Mirrors books (\$16) would be provided (total = \$105).
 - When selected, a donation to a facility will be treated as the highest priority.
 - If the amount is difficult to distribute, we will reach out to you using the contact information provided on the form.
 - Your address on the form is where books will be sent.
 - You will receive a report by the end of July with the results and distributions.

Sample Statements to Make in Your Meeting

At each meeting during the campaign, make brief announcement such as the following after the opening prayer:

- *For the next four weeks, we have the opportunity to participate in SHARE HOPE to both help this meeting with additional resources including _____ AND to 'pay it forward' to help establish new meetings for other parents seeking help. PAL meetings are free to attend, but not free of costs to provide. SHARE HOPE donations can be made online to this meeting's fundraising page _____. Please consider becoming a Pals for Hope monthly donor.*
- *As you know, PAL meetings make a difference in the lives of thousands of families across the country, and here in our community. There is no charge to attend meetings. SHARE HOPE gives you an opportunity to help start meetings in new locations and to give other parents the same hope that we have found through PAL. A portion of the funds raised will also go to support this meeting with _____. Please join us as we work to SHARE HOPE with other families by donating at this meeting's website _____.*
- *Because there is no fee to attend PAL meetings, raising awareness about PAL, offering a website, and providing meeting supplies are costs borne by donors to PAL SHARE*

HOPE provides us an opportunity to pay forward so more families can learn about and participate in PAL. Even better, 33% of SHARE HOPE donations made in the name of this meeting will be returned as _____. To SHARE HOPE, go to this link _____.

- *This is the last week of PAL's SHARE HOPE fund raising campaign. It is the only time PAL specifically targets meeting attendees with a fundraising effort. PAL does this to provide all of us the opportunity to pay forward so that other families may also find Hope through attending free PAL meetings. Use this link _____ to join Pals of Hope by becoming monthly donor or by making a one-time donation. This meeting will also receive _____ based on the amounts donated.*

Donations

- Please encourage online donations. Remind people to choose your meeting.
- Please encourage becoming a Pals of Hope monthly donor. It helps PAL to have a known ongoing revenue. Pals of Hope receive an exclusive quarterly update about what is happening at or in the works for PAL
- Checks can be sent directly to PAL with SHARE HOPE and the PAL website meeting name noted.
Parents of Addicted Loved Ones
11225 N 28th Dr, B109
Phoenix, AZ 85029
- If you receive checks, put them in the mail to the PAL office no later than July 3rd so they will arrive in time for your meeting to be credited. Please include a note indicating SHARE HOPE and the PAL website name for your meeting.
- If you receive a cash donation, please convert to a check, and send to the PAL office. We discourage accepting cash, but some prefer to do this. Note, you (name on check) will receive the donation receipt and not the individual providing cash.

Miscellaneous

- Write the link to the meeting page on post it notes, white board, on the top of the lesson, on a piece of candy, etc.
- If anyone has questions, direct them to the PAL office at 602-512-1454 or to email admin@palgroup.org.