**Celebrating Our Kids**

Annual fundraising event for

Alexander Youth Network

***Table Captain Responsibilities***

Celebrating Our Kids (COK) is the annual fundraising event that benefits the programs and services of Alexander Youth Network. ***Being a Table Captain is the single most impactful volunteer opportunity for the foundation***. COK relies on Table Captains to help fill the room with community members, friends, colleagues and others who have an interest in supporting children battling mental and behavioral health. COK is a free event to attend, guests will be asked to make a gift to support Alexander Youth Network. COK 2025 will be returning to the luncheon format.

***Celebrating Our Kids 2025***

***Wednesday, April 30, 2025***

***Bank of America Stadium, Panther’s Den***

***12:00pm – 1:00pm***

This event allows us to showcase the amazing work being done through stories, testimonials and hear from key leaders of the organization.

**Table Captains:**

Table Captains are critical in helping us reach our goal of bringing over 400 guests to hear about Alexander Youth Network and the amazing work we do. Each Table Captain will be asked to invite and bring at least 10 guests to join them at the annual event. These guests can include, but are not limited to colleagues, friends, family and/or anyone you feel would have an interest in supporting Alexander Youth Network. Each table captain will have a designated table at the event.

**Communication/Support:**

As Table Captains are recruited, communication will go out through Crissy Humble, Director of Development. Communication will include a welcome email, timeline, sample emails/communication and other information that will assist each person as they serve as a table captain.

**Timeline for Table Captain Recruitment** (*date/times may vary based on final event date)*

Fall/Winter 2024 (NOW) Reach out to past Table Captains

 Identify potential Table Captains

January 2025 Continue to identify and recruit Table Captains

 Communication begins

February 2025 Save the Date sent out to Table Captains

 Sample emails sent out to Table Captains

Table Captains generate their invitee lists

 Table Captains send out Save the Date

March 2025 Invites sent out to Table Captains

 Follow up calls/Emails

April 16, 2025 Table Captains confirm attendees for their tables

 All confirmed attendee’s information submitted to Crissy Humble

 (name, phone, email, and/or address)

2-3 days out Email sent out with details for parking, check in, etc. sent out to Table Captains

Tables assigned and confirmed

1 day out Table numbers sent out to Table Captains

1 week post event Thank you calls and notes written to all donors