

November 2007

DEAR HOST,

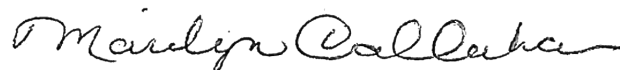
*Thank you* so much for taking on the role of Host for our STEP UP TO THE PLATE 2007 fundraiser. We really appreciate your support and hope that you will have a great time organising and hosting a meal, and raising funds for people living with HIV in our community.

All the money raised from STEP UP TO THE PLATE will go to AIDS Vancouver Island's *Hot Meal Program* – a service we provide to people in our community who are HIV positive. Every penny of the money you raise will help someone with HIV to sit down and enjoy a hot, nutritious meal – perhaps the only meal they will have that day.

Good nutrition is an essential part of staying healthy for all of us and is doubly important for those who are HIV positive. Not only does HIV increase your need for good nutrition directly, the medications many people require also create added nutritional demands. Thank you for helping us to support HIV positive people in their quest for better health.

Please make sure that your guests know the importance of this event, and how their donations are appreciated and will help in the ongoing fight against HIV/AIDS.

Thank you for stepping up to the plate.  
Your support is greatly appreciated.



Marilyn Callaghan  
CHAIR OF THE BOARD

*Complete information can be found on the AVI website – [www.avi.org](http://www.avi.org) – or by calling James Boxshall, manager of Volunteer Services and Fund Development at 250 384 2366, extension 110.*



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World AIDS Day  
December 1<sup>st</sup> 2007

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*“Sometimes I get so little to eat  
I don’t have the strength to get  
to my doctors’ appointments.”*

AVI CLIENT 2007

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## THE IMPORTANCE OF STEPPING UP TO THE PLATE

The Positive Wellness Program at AIDS Vancouver Island offers a range of counselling and advocacy services to individuals and families affected by HIV/AIDS in the Greater Victoria area. While AVI runs similar support programs throughout Vancouver Island, the Victoria program differs in that a hot, nutritious lunch is available during the provision of drop-in services.

Clients are provided with a meal that not only tastes great (our chef is a star!) but also meets the specific nutritional demands faced by someone who is HIV positive. Every day the hot meal program serves over 40 HIV positive clients a lunch – often the only meal they will eat that day.

A hot meal is one of the most effective ways to provide practical support and address the poverty issues faced by many of our clients. It also brings people together and supports them in their commitment to better health. The Hot Meal Program has been ranked number one by our clients!

Sadly, in 2007 AVI learned that the Vancouver Island Health Authority (VIHA) would no longer fund nutritional support for HIV positive people – a potentially lethal blow to the Hot Meal Program. We need your help.

Every meal served in our hot meal program costs \$4.50. Our goal for 2007 is to raise enough money to fund 1,000 dinners for HIV positive people in our community. You can make a difference!



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## STEPS FOR SUCCESS

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Thanks again for helping us make STEP UP TO THE PLATE a success. We appreciate your efforts and the contribution you and your guests are making to raise much needed funds for the Hot Meal Program at AVI.

Planning a dinner can be lots of fun. Here are the six steps to lead you through the process and give you some planning ideas.

### 1. REGISTRATION

Please contact James Boxshall at AVI 384-2366 for registration details or keep an eye on our website, [www.avi.org](http://www.avi.org), for online registration. Registering is easy to do and lets us support you in stepping up to the plate.

### 2. PLANNING YOUR DINNER

What will you eat and what will you do for fun? Hold a lunch, brunch, or potluck – whatever works for you! Introduce a theme, prepare some activities or games. Have a quiet evening or throw a big bash - the choice is yours. Here are some ideas to get the ball rolling:

#### *Themes*

- Candlelit sophistication – invite select friends to an intimate evening of fine dining.
- Movie – pick one (Star Wars, Lord of the Rings, Sound of Music), decorate, dress up, and serve dishes that suit the movie!
- Hawaiian – Take a break from the rain, play some strings, serve fresh fish and tropical fruit.

#### *Games/Activities*

- Board games always make for lots of laughs. A few good ones are Balderdash, Cranium, Charades, or Scategories.
- Turn the night into a murder mystery, create a dance floor, or invite a musician to help set the mood.
- Do you know how to juggle? Line-dance? Are you an expert on animals? History? Math? Share your skills and give your friends a lesson.

#### *Food Ideas*

- Prime Plates – serve salmon with garlic butter, classic roast with gravy, vegetarian lasagna, teriyaki stir fry, order delivery!
- World Food – enchiladas, fettuccini alfredo, sushi, Shnitzel, Kabobs. The possibilities are endless and delicious.
- Chocolate – dark, milk, white, mint, cake, sugar-free, hot, ice-cream, fondu, or cookies.... You get the point!

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## STEPS FOR SUCCESS

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### 3. INVITING GUESTS

Send your invitations a few weeks prior to your event – give your guests time to book the day and to think about the cause they are supporting.

Invitations can be printed or downloaded from our website, [www.avi.org](http://www.avi.org), or we can send you the amount you need. Send them by surface mail or by e-mail. Make sure you let your guests know it is a fundraiser and ask them for a specific amount. People like to know how much to give!

Guests can find out more about the event through [www.avi.org](http://www.avi.org).

### 4. PREPARATION PRECEDES PERFECTION – TIPS FOR A GLITCH-FREE DINNER

1. Make a checklist to keep track of tasks.
2. Prepare food and drinks in time for your guests' arrival.
3. Set the scene – decorate, play some music, display a conversation piece, turn the lights low, the ambience is up to you – have some fun with it!
4. Have your donation box or basket set up in a visible and handy location.
5. Enjoy yourself and your company, and feel good about addressing an important issue.

### 5. HANDLING DONATIONS

#### *Donations/Donation cards*

Gather the donation cards and donations and return to AIDS Vancouver Island along with the completed Host Details card. To receive a tax receipt the donor needs to provide a complete name and address. Please do not send cash in the mail – as host, please simply write one cheque for the total amount of the cash.

#### *Online Donations*

Guests can make their donations to your party online by visiting the AVI website at [www.avi.org](http://www.avi.org) and following the STEP UP TO THE PLATE links.

### 6. WRAPPING UP

We hope your dinner was a success! Please take a moment and tell us about your dinner, ups, downs, funny moments and ideas for the future – feel free to make suggestions. If you take some photos, please send them to us! Donations and feedback can be dropped off at AVI, or contact us and we will have someone pick them up. Keep an eye on our website for tally information and announcements.

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## Invitation

Dear

Please come to my home to take part in "**STEP UP TO THE PLATE**" – a fundraiser for AIDS Vancouver Island.

People all around Greater Victoria will be sitting down to eat during **International AIDS Awareness Week** (November 24 to December 1) to help raise funds for AIDS Vancouver Island's Hot Meal Program. This program serves a daily hot meal to people in our community who are HIV positive – a very important part of staying healthy.

I really hope you can attend – there will be fabulous food, great company and a chance to donate to this important community program.

Suggested donation:

When:

Where:

Please see [www.avi.org](http://www.avi.org) for details on the Hot Meal Program and the work of AVI in our community.





# HOST RETURN CARD

HOST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

DAY PHONE \_\_\_\_\_

EVENING PHONE \_\_\_\_\_

TOTAL AMOUNT DONATED:

\$

EMAIL ADDRESS \_\_\_\_\_

PLEASE COMPLETE AND RETURN TO AVI WITH YOUR GUESTS' DONATIONS AND DONATION CARDS