

## Event Verification Form

To verify service, please complete this form for each different event and submit with your portfolio.

Name of Event: House of Mary Ladies Tea

Organization: House of Mary

Type of Service: Planning

Describe your service activities:

My service includes emailing donors from previous years, as well as researching potential future donors.

Purpose of Event:

The Ladies Tea is a fundraising event for the nonprofit organization, House of Mary, located in Livingston, TX.

Date of Service: 11/8/23 Start time: 9:00 am End time: 12:00pm

Total Hours: 3 hours

\*more meetings + plans for future dates <sup>planning</sup>

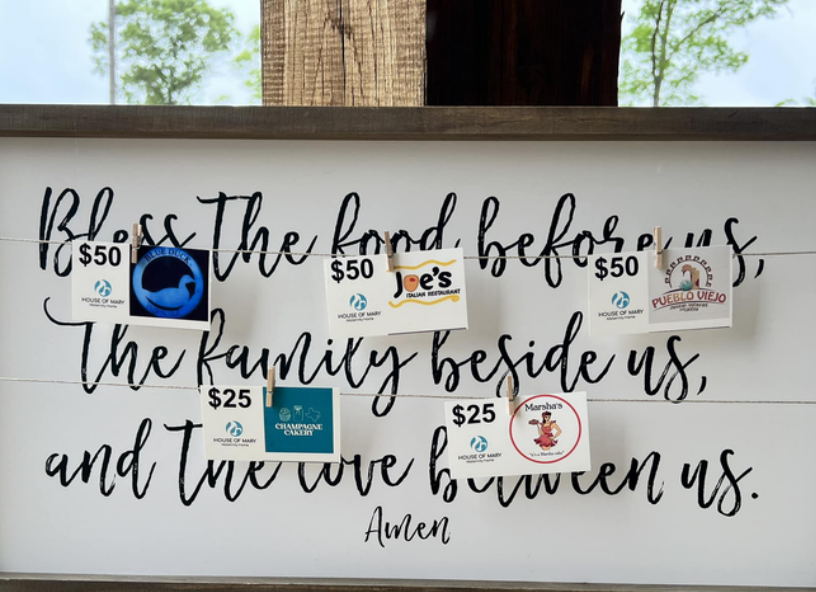
### Supervisor Information

Name: Suzanna McFarlain  
Position: Co-Founder / Vice President  
Phone: 936-328-6730  
OR  
Email: Suzanna@homiLivingston.org  
Signature: SMcFarlain Date: 12/4/2023

### Student Information

Name: Maisie Cherry  
Signature: M. Cherry





ONE MORE WEEK  
until Ladies' Tea!





# What I Learned From the Event

From this event for the nonprofit, House of Mary, I learned a lot about donor relations and fundraising.

I also learned about event expenses. Specifically, I learned how to obtain the most profit at very little expense from the organization.

By conversing with the co-founder of the nonprofit, I also discovered the intricacies of nonprofit management.