



The Center for People of All Races

A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Programs & Services

With over 28,500 volunteer hours, El Centro de la Raza serves 19,489 individuals and 9,721 families annually through the following programs and services:

Luis Alfonso Velásquez Flores
After School Program
Basic Healthcare Enrollment
Café con El Centro
César Chávez Demonstration Garden
College Readiness
Crisis Advocacy
ECR Transitional Housing
El Patio Apartments
Employment Program
ESL Classes
Financial Literacy
Food Bank
Foreclosure & Default Intervention
Growing & Learning Together
Homeless Assistance Program
Homeownership Program
Hope for Youth Poetry & Civil Rights
History Classes
Bebes! Infant Mortality Prevention
José Martí Child Development Center
Juvenile Justice Policy/Advocacy
Latino Hot Meal Program
Legal Clinic Site
Santos Rodriguez Memorial Park
Senior Nutrition & Wellness
Senior Home Delivered Meals
Tax Prep Site
Veteran's Services
Youth Employment Program
Youth Violence Prevention
Local, State, National & International
Coalition Building
Immigrant/Human/Civil Rights
Social Justice Advocacy
Cultural/Political/Social Events
Community Service & Service
Learning Site
Community Meeting Space

Estimad@s Amig@s,

On **October 5th, 2013** El Centro de la Raza will hold its annual Legacy Awards Gala. This fundraiser honors the people whose lives have been impacted by our programs and services. We also seek to acknowledge those in our community who share our vision for Dr. King's "Beloved Community" and have achieved great things in the name of social justice. This event will raise essential funds to support our 33 human service and community-building programs, as well as the exciting plans we have ahead, which will strengthen our efforts and extend our impact on the communities we serve.

We would be honored if you would support the work of El Centro de la Raza by becoming a Table Ambassador at this year's Legacy Awards Gala. As a Table Ambassador your commitment encourages us all to work together to follow in the footsteps of the heroes of our past, and create a beautiful and unified world for future generations. Table Ambassadors commit to purchasing a table of 10 at \$1,000 or recruiting family, friends and co-workers to your table of 10 by paying \$100 each. Table Ambassador can also commit to purchasing a half-table of 5 people at \$500 or \$100 each. You may also opt to co-ambassador a table and fill your table with the help of a co-worker or friend.

This event will consist of a reception, silent auction, raffles and activities, three-course dinner, Roberto Maestas Legacy awards and scholarship presentations, and an exciting live auction with auctioneer, Laura Michalek. The 600 expected attendees include business, government, and community leaders supportive of building a better world for our children.

Attached is a packet of information on becoming a Table Ambassador. We will be calling you to follow up and provide any additional information you might need regarding this request. If you have any questions before then, please feel free to contact our Events Coordinator, Solveig Ellingboe, at (206) 957-4649. We look forward to speaking with you soon.

Respetuosamente,

Estela Ortega
Executive Director

Ramon Soliz
Board of Directors President



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Legacy Awards Gala **Table Ambassador Information**

What am I supposed to do as a Table Ambassador?

It's actually quite easy, but *critical* to ensuring the success of the event.

As a Table Ambassador, you will invite nine people (friends, co-workers, peers, neighbors or family members) to join you at your table and enjoy a wonderful community gathering and celebration at El Centro de la Raza's Legacy Awards Gala. Guests are asked to contribute at least \$100 (ticket price) which will go towards covering event costs as well as assisting with our operating costs so that our programs can function to their fullest capacity in order to best support the community.

Start recruiting your guests right away! You don't need to have an invitation in hand to invite your friends. You can follow up with the invitation in late July. Most people are so busy, that several reminders are helpful. Reviewing the **Table Ambassador Timeline** (included in this packet) will give you a general idea of when you can expect to receive information from El Centro, and gives suggestions of good times to connect with your guests.

How do I find people to invite?

The quickest way is to go through your address book and identify people you know who care about civil rights, Dr. King's vision of building the "Beloved Community," or social justice issues. Send a personal invitation or a letter, make a phone call or send an email as a way to introduce them to El Centro and to invite them to be your guest. El Centro de la Raza will send you printed invitations in late July 2013.

When are guest lists and ticket payments due to El Centro de la Raza?

Guest lists and payments are due on **Friday, August 31, 2013**. Registration and payment can be done online at <https://elcentro.ejoinme.org/registration>.

As the Table Ambassador you can create a "group name" your guests should include in their registration. If registering online is not a possibility, guest lists can be faxed to (206) 329-0786, emailed to events@elcentrodelaraza.org, or mailed to El Centro de la Raza, 2524 16th Ave S. STE 304, Seattle, WA 98144. All should be addressed Attn: Events Coordinator.

What do I actually do at the event?

Simply check in at the registration desk when you arrive. The registration desk will be in the lobby at the main entrance. Some Table Ambassadors like to wait in the lobby to see their guests arrive and point them in the right direction to their table. Most importantly, enjoy the event, talk about El Centro and have a good time with your friends!



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Table Ambassador Timeline

Right Now!	Begin the process of recruiting potential guests to attend the Legacy Awards Gala.
May	Save the Date cards will be mailed to you to be distributed to your potential guests.
July	Join us for a special event to honor your role as a Table Ambassador! Details to follow. Printed and electronic invitations will be mailed to you to distribute to your guests. Directions on how to register online will be on the invitation. As the Table Ambassador you can create a “group name” your guests should include in their registration. www.legacyawardsgala.org
August 1	Deadline for Table Ambassadors to confirm participation in the Legacy Awards Gala and to be recognized in the program booklet.
Mid-August	Confirm with your guests. Call or email them to remind them of the date and time, and find out if they have any questions.
August 22	Payment for table due to El Centro de la Raza. Registration and payment can be done online at www.legacyawardsgala.org.
August 31	Ensure all your guests have registered online under your “group name” or email, fax or mail your guest list to El Centro de la Raza. We need your guest list at least 4 weeks before the Legacy Awards Gala to register your guests, and prepare their nametags and seating arrangements.
September 5	Contact your guests and let them know you’re looking forward to seeing them on October 5 th . Be sure you give them the directions to the Washington State Convention Center.
September 24	Contact your guests to remind them of the Legacy Awards Gala. Make sure that they received the directions and parking info and know the time and location of the event.
October 5th	Legacy Awards Gala! Please arrive at 4:50 pm to check in at the registration table, receive your packet of information and greet your guests.
October 7th	Thank your guests for joining you at the celebration! If any of your guests were unable to attend, encourage them to contribute to El Centro de la Raza.



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Guest List

Please fill out the form below with the names of the individuals that will be seated at your table.

The deadline for submitting the guest list is Friday, August 31, 2013.

Tickets can be purchased at <https://elcentro.ejoinme.org/registrtration>

Please submit full names, mailing and email addresses of all guests at your table. The information will be used to send thank you letters to your guests.

Quick view:

Guest 1: _____

Guest 6: _____

Guest 2: _____

Guest 7: _____

Guest 3: _____

Guest 8: _____

Guest 4: _____

Guest 9: _____

Guest 5: _____ Half

Guest 10: _____ Full

Guest 1: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 2: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 3: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 4: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 5: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 6: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 7: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 8: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 9: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Guest 10: _____
Email: _____
Mailing Address: _____
Phone #: _____
Vegetarian Option: ☐ (check if guest prefers the vegetarian option)

Community Action Agency - United Way Agency - Affiliate of National Council of La Raza

2524 16th Avenue South, Seattle, WA 98144 - (206) 957-4649 tel - (206) 329-0786 fax

www.elcentrodelaraza.org 501(c)3 Nonprofit Tax ID: 91-0899927