



Enabling young people to make drug-free choices

25(f) Copperfield Street
London SE1 0EN

T: 020 7928 0848
E: enquiries@hopeuk.org
www.hopeuk.org

Hi!

Thanks for offering to host a Coffee morning to raise funds and the profile of Hope UK. Your efforts will help enable young people to make drug-free choices.

Please find some useful bits and pieces enclosed. The pack, alongside the Basic fundraising pack, will help you prepare for your event. Remember that Hope UK's friendly staff team is ready to help and support you every step of the way, and hope that you will enjoy your efforts!

- **Balloons?** – please use these on the day to make your venue look attractive. Remember to keep your area tidy and clean at all times.
- **Bunting** – to make this up, please cut out the triangles, punch holes on the short side, and thread the string through the holes. Place around the venue to make it look nice, preferably indoors.
- **Recipes** – If you are not sure what to bake, we provide some ideas. Our recipes include sugar-free, gluten-free and dairy-free cakes. Please send in any lovely pictures of your masterpieces to Hope UK. A prize will be awarded for the best-looking cake (we obviously can't rate it on taste unless you send a sample!!)
- **Stand-up Hope UK info** – Fold the page in three and place one on each table for people to read while they enjoy their coffee and cakes.
- **Cake flags** – Cut these out and glue them together around a toothpick, as the sample shows. Use as decoration only, or write allergy advice and cake descriptions on the back of the flags
- **Stencil** – Using grease-proof paper, draw around and cut out the Hope UK logo, using clean scissors and sterile gloves. Place the stencil on your yummy cake and sift icing sugar on top. Remove the stencil to find the Hope UK logo on your cake!
- **Hope UK information** – if anyone is interested in finding out more about Hope UK, please give them one of the leaflets.
- **Posters (e-mail pack only)** – please put these up in appropriate places before your event, and also on the day of the event to make sure people know they have come to the right place. Add details of date, time and venue and print as many as you like. Ask Hope UK if you need help.
- **Invites** – use these to invite friends and family. People are much more likely to come to your event if they have had a personal invitation. There is space to add your details by hand. Alternatively, use the digital version and add your details before you print.
- **Collection jar label** – To make up your own collection boxes, use glass jars (or other similar sized containers of a less breakable nature). Carefully make a hole in the lid and use glue to attach the collection jar label.
- **Risk assessment** - Think about what could possibly go wrong and what you could do to avoid this from happening. Submit the form to Hope UK at least two weeks before your event.

- **Donation form and envelope** – once you have completed your event and collected the money, please use the 'Donate to Hope UK' form and send straight to Hope UK using the envelope.

Please do not sell your coffee and cakes, but give them for free and ask for a donation towards the work of Hope UK (use the Hope UK collection jar). Selling drinks and cakes carries a whole lot of regulations, so best avoided.

You need to write a shopping list of what you need to buy for your coffee morning. Don't forget coffee, tea, milk, sugar, kitchen roll and bin bags.

Please get in touch with Hope UK if you want to discuss your plans, order more resources, or just let us know how you are doing. The phone number is 020 7928 0848 and the e-mail address is fundraising@hopeuk.org

Best wishes,

The Fundraising Team
Hope UK