

COMMUNI-TEA
TIME

YOUR RECIPE FOR SWEET SUCCESS

Thank you for signing up to Communi-tea Time

Just like the perfect bake, a great event needs the right mix. Here are all the key ingredients to help you serve up a real treat!



It's a piece of cake

- **Pick a date in October and venue** – how about your usual meeting spot, workplace, in someone's home or even virtually, online
- **Set up a JustGiving page** – so friends who can't make it in person can still chip in and support your event. Get started at www.justgiving.com/campaign/communitetime26



Scan the QR to set up
your JustGiving page

- **Stir up support** - invite your guests and spread the word using the invitations and posters we've provided
- **Bake it happen! Choose your cakes and cuppas** – we've shared our favourite recipes for inspiration
- **Download extra printable materials** – there's invitations, bunting, cake flags, labels and more at www.severnhospice.org.uk/communi-tea-resources

Top tips to raising dough!

Pop a price on your slice - ask your guests for donations for a cuppa and cake or set suggested prices for each scrumptious treat

Have more fun - games go down a treat! Try A shot in the dark sweepstake or test your guests with our Severn Hospice quiz

Raffles and tombolas – these are always a big hit! Gather donated goodies and sell tickets for a chance to win

Butter together! Savour your time together, have fun and enjoy your cake!

Cup by cup, care adds up

Say a big thank you – let your guests know how much their support means – there's a poster so you can share how much you have raised

Send in your donations by 30 November – You can find out how at www.severnhospice.org.uk/payitin

Snap and share – post your photos on social media and tag us in – we'd love to see your Communi-tea Time in action!

The icing on the cake

Our fabulous support groups are experts in hosting coffee mornings, cake sales and afternoon teas, all raising funds for our care

Here's a few tried and tested tips from our very own star bakers!

Slice it up!

Slices of cake sell better than whole cakes — and make more money too

Scones are a hit

Scones are the most popular baked item — make sure you have plenty!

Smart pricing = bigger donations

Set round prices like £3 for a slice — people often round up and give £5

Offer a Deal

Try 3 for 2 on slices or cakes — people love a bargain!

Put collection boxes everywhere

Place plenty of donation boxes around — especially by the cakes!

Create a cozy vibe

Dress your venue with bunting, tablecloths, pretty serviettes and nice plates

Sell the leftovers

Bring bags, foil, clingfilm, or Tupperware to sell leftover goodies at the end

Allergy information is a must

Clearly label all food with allergy information

Fundraising Team
Severn Hospice
Bicton Heath
Shrewsbury
SY3 8HS

Visit
severnospice.org.uk

WE'RE HERE TO HELP

Whether you're pouring the tea or slicing the cake, we're so grateful for your support.

Need an extra sprinkle of help along the way?

Call Nicky or Phil on 01952 221351
or email us at
fundraising@severnospice.org.uk

YOU CAN BAKE THIS DIFFERENCE

£22 could fund an hour's complementary therapy

£120 could equip a community nurse's medical essentials to care for a patient at home

£250 could pay for a month's worth of art supplies for our creative and therapy sessions

£747 could fund 24 hours of a nurse's specialist care

HAVE FUN STAY SAFE

When planning your fundraising or giving your sponsorship a boost with extra activities, there are a few things to consider to keep it safe, legal and running smoothly.

Insurance

If you're organising an event involving the public, make sure you have appropriate insurance, including public liability insurance where needed. Some venues may already provide this cover, so check with them first. Please note that our insurance does not extend to cover your fundraising events or activities.

Safety and risk assessments

Make sure your event is safe by identifying and managing any risks to you, your volunteers and attendees. Complete a risk assessment and consider things like handling money safely, first aid, security and emergency procedures.

Food safety and allergens

If you're serving or selling food, make sure it's prepared, handled and stored following food safety and hygiene practices. Be aware of ingredients so you can give accurate information about allergens if asked. Check the Food Standard Agency guidelines at food.gov.uk for more information.

Licenses

Check whether your activity requires a licence. For example, serving alcohol at an unlicensed venue or hosting live music may require a Temporary Event Notice from your local council.

Photo permissions

We'd love to see lots of photos from your fundraiser! Please make sure you have permission from everyone featured in any photos you share.



If children are included, you'll need consent from their parent or legal guardian.

Bucket collections

Bucket collections require permission before they can take place. Public collections such as high streets or town centres need a permit from your local council, and our fundraising team must be notified. Collections at private venues such as supermarkets or shopping centres require permission from the venue.

Raffles

Raffles, tombolas and sweepstakes must follow certain rules. If tickets are only sold and drawn on the day of your event, you usually won't need a licence. If you're selling tickets in advance or online, you'll need a licence from your local council.

For more details go to gamblingcommission.gov.uk or fundraisingregulator.org.uk – or get in touch with us if you are unsure.

Letter of authority

If you're approaching businesses for prizes or support, we can provide a letter of authority confirming you're fundraising for us – just let us know and we can send this to you.

Posters and publicity

We have editable posters you are welcome to use. If you do choose to create your own, please include the wording 'in aid of Severn Hospice' and 'registered charity no 512394'.

PAYING IN YOUR FUNDRAISING

There are several ways you can pay in your donation and sponsorship.

If you're posting a cheque or completing a bank transfer, please make sure you contact us for a reference code. This helps us identify your payment quickly and ensures we can say thank you.



On our website

Visit severnospice.org.uk/donate and pay in with a credit or debit card. It's quick, easy and secure. Be sure to tell us about your fundraising when prompted and if you are raising money in memory of someone special so we can say thank you.



Online fundraising pages

If you've set up an online fundraising page such as JustGiving, a Facebook fundraiser or similar then you don't need to do a thing – it automatically comes to us.



Post

You can post a cheque, made payable to Severn Hospice, to Severn Hospice, Bicton Heath, Shrewsbury SY3 8HS. If you have a sponsor form, please include this too.



Phone

Call our friendly finance team on **01743 236565** to pay in over the phone by card.



Bank transfer

If you'd find it easier to make a transfer, our bank details are available upon request – just give us a call **01743 236565**.



In person

We love to say thank you in person! You can drop off your donation in cash or cheque, made payable to **Severn Hospice**, at either of our hospices at Apley Castle or Bicton Heath or at one of our community shops.

For your nearest shop visit
severnospice.org.uk/yourlocalshop

WE'RE HERE TO HELP

Whatever you're doing to fundraise, we're here to support you every step of the way.

Whether you'd like to generally pick our brains, find out about permissions and licensing or borrow resources, we can help make your fundraising journey easy, successful and fun!



Phil & Nicky from our fundraising team

Get in touch

fundraising@severnospice.org.uk
01952 221351