



Cleft Lip & Palate

awareness week

4th-12th May
2024

Hold a Coffee Morning, catch up and chat with your favourite people, all whilst raising awareness of Cleft!

Planning the day

- Choose a date that doesn't clash with events in your community.
- Choose your venue: at home, in a local community centre or even at work.
- Get your community involved – are there any local groups who may want to run a stall or help in some way?
- Don't forget that not everyone likes coffee, so include tea and soft drink options too.
- Ask your local supermarket or bakery if they would donate some cakes to help keep your expenses down. We can give you a letter confirming that you're fundraising in aid of CLAPA if you email fundraising@clapa.com
- Volunteers: Make sure you have helpers to set up, serve the coffee, and bake cakes!

Fundraising

- Make sure you let us know about your coffee morning so we can send you some materials to decorate the venue with.
- Ask for a donation for drinks and food.
- Add some extra activities: have a tasting competition and ask your friends to vote for their favourite cake, hold a quiz, or hold a jumble sale, clothes swap or raffle.



Keep it safe

Take a look at the Food Standards Agency website in advance to ensure that you follow their guidance when selling food (food.gov.uk). Label any food with any ingredients that could cause an allergic reaction. For more health and safety guidance please see our [fundraising guidelines](#).



Bake Sales

Ready, steady, bake! Whether you create a showstopper, or buy some treats from the supermarket, a bake sale is a fantastic way to raise funds in aid of CLAPA this awareness week!



Think Big

No bake sale would be complete without a selection of the classics – the brownies, cupcakes, and crispy chocolate cakes - but why not encourage people to bring some bigger items too?

A big cake will add some variety to your table. It's easier to package up and will sell for a lot more money too.

Bakers unite!

Ask your friends, family and colleagues first if they would like to participate. You can also reach a bigger audience by putting a shout-out for keen bakers on social media or popping up some posters or flyers in your community. Just make sure to keep a record of who is baking what and how much to expect!

TOP TIP: Don't forget to order fundraising materials such as leaflets, banners and balloons at least 2 week ahead of the event! Order at : clapa.com/materials

Set up on the day

Ensure you have plenty of plates, cutlery, and secure ways of collecting cash, plus a float for giving change. Want a cashless event set up a JustGiving page and print out QR codes to accept the donations. Decorate the room in all things CLAPA!



Pricing

TOP TIP:

You could try selling your treats with a 'suggested donation' instead of a fixed price.

Often, people will donate more if there is no set price.



Make things as easy as possible for customers, so work out your prices beforehand and make sure that all the cakes are clearly labelled.

Any queries please email - fundraising@clapa.com

Don't forget to spread the word...

Word of mouth, a written invitation, or even a simple Facebook group may be a good place to start spreading the word. For a coffee morning at work, an email might work best, and posters in your staff room could gain some interest from your co-workers.

For bigger coffee mornings, aimed at the whole local community, you can try asking local shops, churches, and clubs to put up posters or share information. You could use social media for this too!

Create a JustGiving fundraising page and that way people who can't attend can still make a donation online .



Enjoy!

When everything is planned and your event day is here, it's time to enjoy yourself! Make sure you tell people why you're helping CLAPA.

After the event

Send a quick email or text to anyone who helped you straight after your coffee morning to thank them for helping.

Get your event in any local papers or newsletters. Send a press release with a photo and the final total.

Send in your donations as soon as possible after the event, and share your event pictures with us.



Ways to pay in your fundraising:

Online:

The easiest way to pay is to bank all the money and then pay the lump sum via our website at Clapa.com You can say how raised the money through our donation form.

By post:

If you receive cheques made out to you or cash, please bank them and make a new cheque out to us with your own cheque book. We will also need your name and the name of your event so we can allocate the cheque to your total. Send to 'Freepost CLAPA'. Please do not send cash via the post.

Your fundraising page

Use your online fundraising page to collect donations and to pay in any cash donations you receive. All donations made will come straight to us making it super easy for you!

You can contact fundraising@clapa.com if you're in need of help with planning, posters, and any other additional materials.