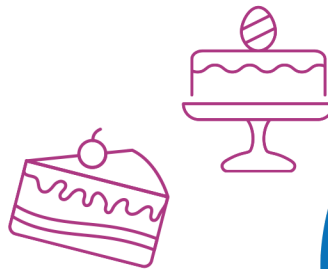


Fundraise Your Way!

CUPPA FOR CLAPA



Hold a Coffee Morning and catch up and chat with your favourite people while 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. For 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

Make things as easy as possible for customers, so work out your prices beforehand and make sure that all the cakes are clearly labelled. Could you do a deal on coffee and cake pairing?



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.

Any queries please email - fundraising@clapa.com

Spread the Word

Emails, WhatsApp Groups, Facebook Events or even a written invitation can help to get the word out. You could even try putting up posters in your local area or workplace.

For bigger coffee mornings, aimed at a local community, you can try asking local shops, churches, and clubs to put up posters. 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 final total.

Paying in Money

Just Giving and Fundraising Pages

Money collected through online fundraising pages will come straight to CLAPA. If you have any additional funds to pay in, you can simply 'donate' this to your fundraising page. Easy!

Online:

You can bank any money raised into your own account, then pay the lump sum via our website at CLAPA.com/donate. Make sure to tell us how you raised the money on the donation form.

By post:

You can send any cheques payable to 'CLAPA' directly to 'Freepost CLAPA' with a note stating your name and your fundraising event. If you receive cheques payable to your name or cash donations, please bank them and write a new cheque payable to 'CLAPA'. Please do not send cash in the post.



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