



Coffee Morning Checklist

Before your event

- Choose the location - Think about where would work best for your coffee morning. Could you use the staff kitchen, breakout area, meeting room, or reception space?
- Set the date and time - Consider a day most people are in the office. Next choose a time that fits around the working day, such as mid-morning or lunchtime. Consider when colleagues are most likely to be available to pop by.
- Call for contributions - Invite colleagues to bake or bring in treats to donate. Use our poster template to tell people where and when to bring their bakes. (Remind bakers to label items clearly with the name of the bake, ingredients, and allergens).
- Promote the event - Spread the word via internal email, team meetings, staff noticeboards, and workplace chat channels. Use our ready made templates and captions to make promotion quick and easy.
- Set your price list - Set the prices of each cake and drink in advance. Let staff know to bring cash on the day, or consider arranging a way to accept card payments. If you're unsure, please give us a call on 01992 440091 and we'll be happy to help.

On the day

- Decorate - Use our downloadable decorations to make your space welcoming and to show your support for Teens Unite! Posters, table signs, and bunting can help draw attention and encourage colleagues to get involved.
- Thank your supporters - Don't forget to thank everyone for their contributions and for coming along to your coffee morning. A simple thank you goes a long way.

After your event

- Pay in - You can pay in online, bank transfer or cheque. Refer to our Paying In guide for full details.
- Donation form - If you've used your donation form to claim Gift Aid on cash donations, please return it to events@teensunite.org so we can process the Gift Aid and boost your fundraising at no extra cost to your supporters.
- Celebrate - Share your Thank You certificate on socials, with colleagues and across internal channels to highlight the impact you've made together and celebrate your success!



Promote Your Coffee Morning

Use our captions below alongside our dedicated artwork to let your workplace know about your coffee morning.

Call for contributions:

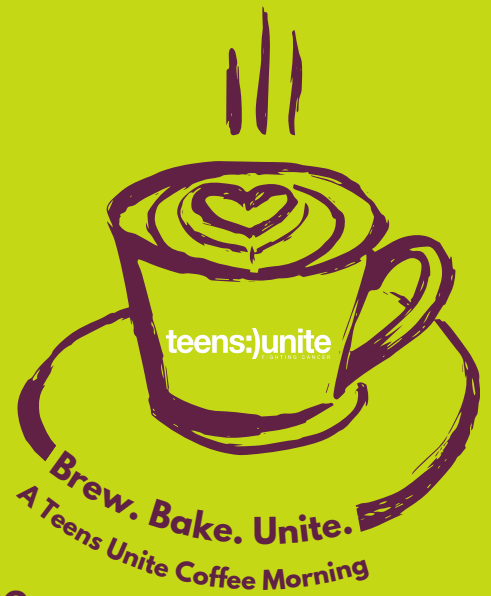
- [company name] are hosting a coffee morning on [date] [location] to raise funds for charity, Teens Unite Fighting Cancer. If you're a keen baker (or generous giver!) we'd love for you to contribute cakes, cookies, or other treats. Bring your bakes to [location] on [date].
- We need your help! Can you contribute cakes, cookies, muffins, or savoury treats for our coffee morning? Bring your goodies to [location] on [date] and help support charity, Teens Unite Fighting Cancer.

Share the Coffee Morning details with staff:

- [company name] are hosting a coffee morning to raise funds for Teens Unite Fighting Cancer a charity improving the lives of teenagers and young adults living with and beyond, cancer. Come along, on [date] at [location] enjoy some delicious treats, and make a difference to young people living with, and beyond, cancer.
- Join us in supporting Teens Unite Fighting Cancer a charity bringing teenagers and young adults with a shared experience of cancer, together. [company name] will be holding a coffee morning on [date] at [location] - together we can make a difference to the lives of young people living with, and beyond, cancer.

A Teens Unite Coffee Morning

Raising funds this Teenage and Young Adult
Cancer Awareness Month to ensure young
people don't have to face their diagnosis alone.



Come along to
enjoy coffee and
cake while making
a difference

Location:

Date:

Time:

Contact:

Scan to find out more
about Teens Unite.



are hosting a Teens Unite Coffee Morning!





Do you like to bake?

We're holding a coffee morning to raise vital funds and awareness for Teens Unite Fighting Cancer - a charity supporting teenagers and young adults living with, and beyond, cancer.

We would love for all keen bakers (or generous givers!) to contribute treats for the coffee morning. Suggested items include: cookies, cakes, brownies, muffins, or savoury bakes.

If you're baking, please include a label with the bake name, full ingredients, and allergens.

Together, we can make a difference to young people overcoming cancer.

Drop off your delicious contributions here:

Location:

Date:

**Scan to find out more
about Teens Unite.**



In aid of
teens:)unite
FIGHTING CANCER

Registered Charity Number: 1118361

Creating a JustGiving page

1. Visit www.justgiving.com/create-page
2. Select 'Yes, I'm fundraising for a charity'
3. Log in to your JustGiving account or Sign Up
4. Search for and select 'Teens Unite Fighting Cancer'
5. Are you taking part in an activity?
Select 'I'm doing my own activity'
6. Set your target - how much do you think you will raise!
7. Personalise your story - add details about your coffee morning or why you have chosen to host one.
8. Now you're ready to launch your page!
9. Create a QR code - Copy your URL and add ' /qrcode ' t the end of the URL in your address bar - your page's unique QR code will then appear.



If you have any questions, please contact:

E: events@teensunite.org

T: 01992 440091

Donation form

Full Name	
Full Address	
Postcode	
Event Name	
Event Date	

For every £1 you donate, 84p is spent directly on the young people we support.

Only with your support can we improve the lives of teenagers and young adults living with, and beyond a cancer diagnosis.

**No cost to you,
essential funding for us**

giftaid it

By ticking the Gift Aid box, every pound you sponsor or donate can be worth £1.25 to us. It doesn't cost you a penny more.

By ticking the box headed 'giftaid it' you are agreeing to the following statement – "I want Teens Unite to reclaim tax on my donation detailed above, given on the date shown. I confirm I am a UK taxpayer and understand that if I pay less Income Tax or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference".



First name	Surname	Home address	Postcode	Date	Donation	Gift Aid
					Total Donations Received	£
					Total Gift Aid Donations	£

Step 1: Cut along the grey dotted lines.

Step 2: Punch holes where the grey circles are marked.

Step 3: Thread ribbon or string through the holes to connect your bunting.

Supporting teenagers
and young adults
living with, and
beyond cancer.

www.teensunite.org

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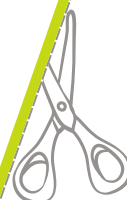
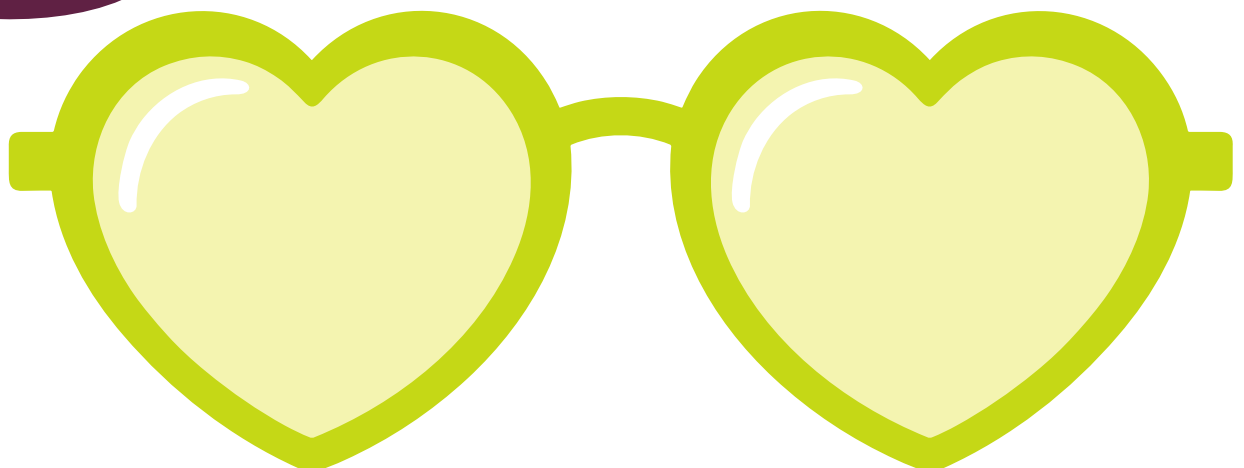
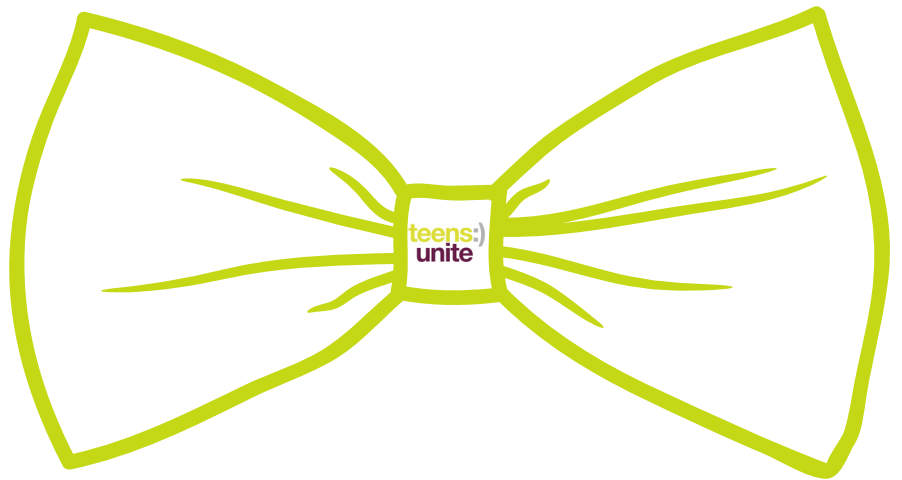


Photo Props

Step 1: Cut along the outlines of the photo props.

Step 2: Sellotape a bamboo stick or straw onto the back of the photo props.

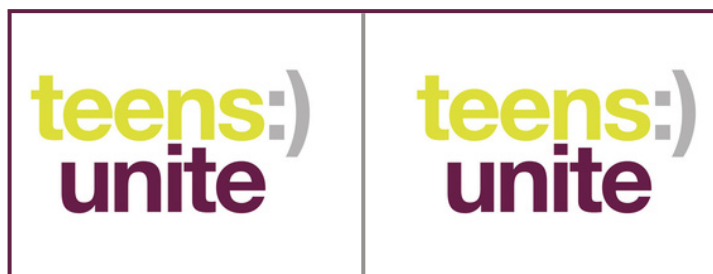
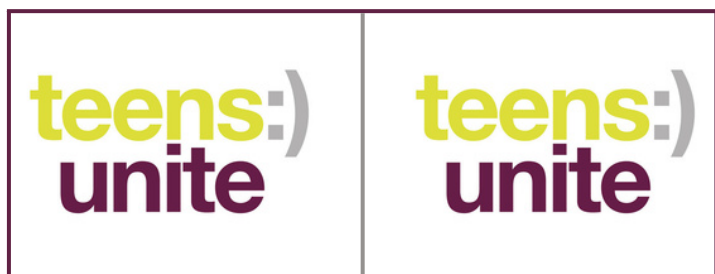
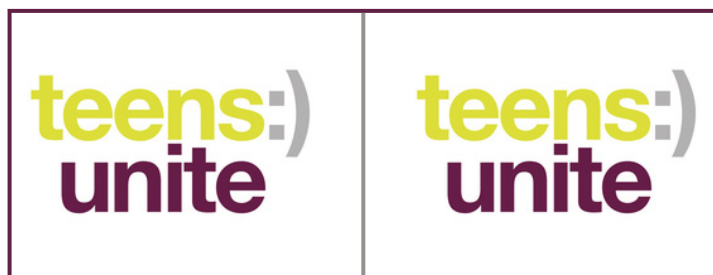
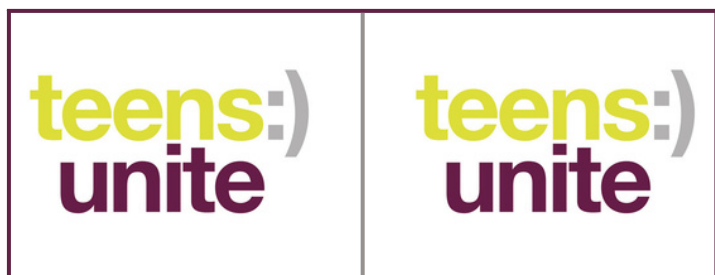
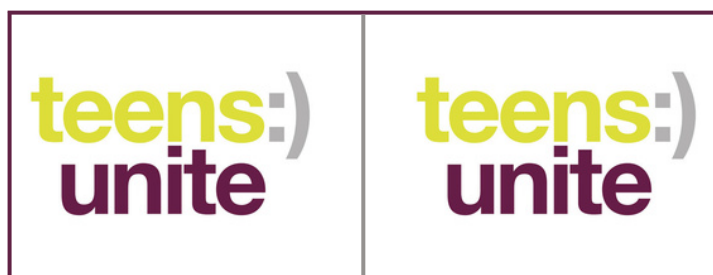
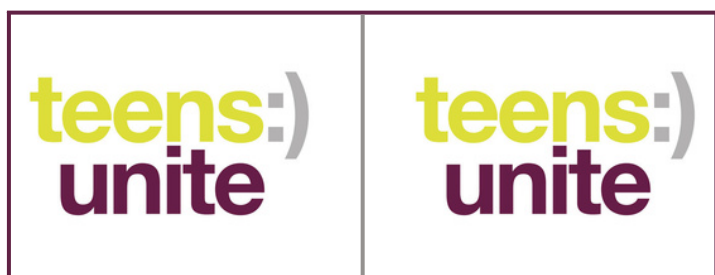
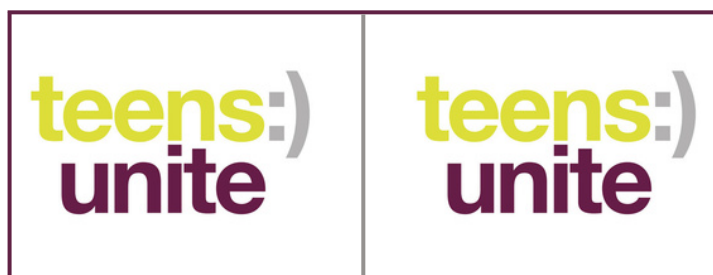
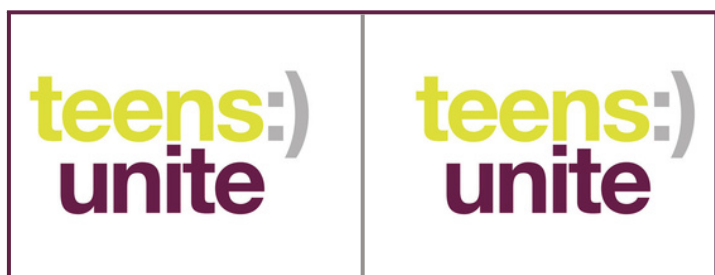
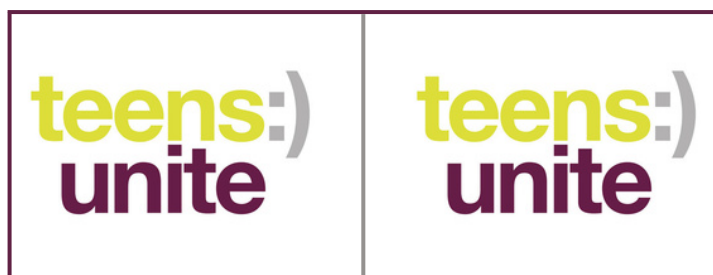
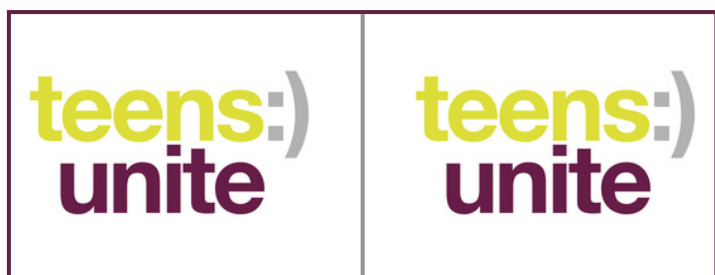
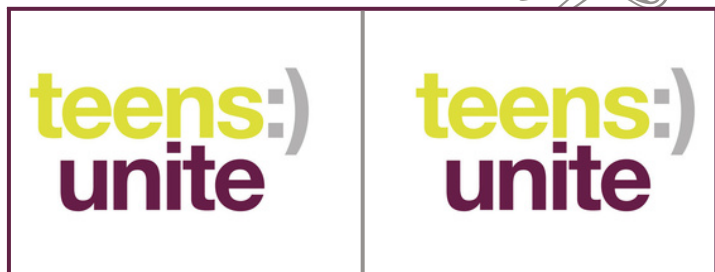
Step 3: Share your photos with us on Instagram or Facebook @teensunitefightingcancer
We love to see what you are up to!



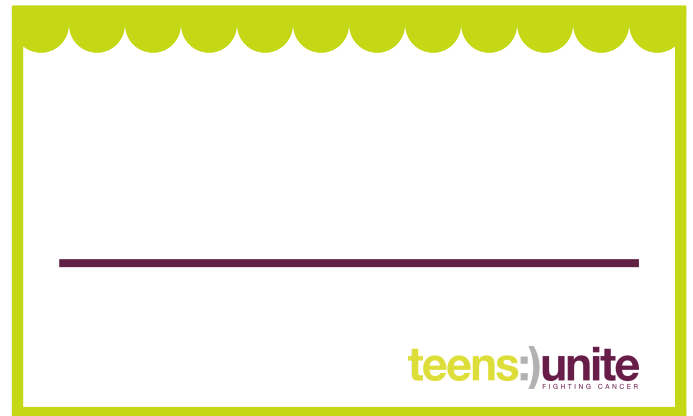
Cake flags

Step 1: Carefully cut along the outline of each cake flag. Don't cut along the grey line, as this is the fold line.

Step 2: Place a piece of Sellotape along the inside back edge of the flag. Position a cocktail stick in the centre, then carefully fold the flag over to secure it in place.



Cake labels





Guess the number of cup cakes in the box



Take a guess at the number of cupcakes in the box and write down your name and guess below. Make a donation to play!

Your name	Your guess

Your name	Your guess



Guess the number of cup cakes in the box



Answer: 164

Paying In

Thank you for supporting Teens Unite.

The hard work is over, and now it's time to make a life-changing difference.

The sooner we receive your fundraising, the sooner you'll see the positive impact you've made.

1. Paying in your cash donations

Bank Transfer:

Bank - Barclays

Account Name - Teens Unite Fighting Cancer

Account Number - 73848671

Sort Code - 20-74-09

Please put your CORPORATENAME COFFEE as the reference e.g TEENSUNITECOFFEE

Cheque:

If you are sending a cheque please make it payable to 'Teens Unite Fighting Cancer'.

Post to: Teens Unite Fighting Cancer,
Home Farm, White Stubbs Lane, Broxbourne,
Hertfordshire, EN10 7PZ

Online:

You can make a payment to us online via our website at www.teensunite.org/donate

2. Return your donation form

This will allow us to claim Gift Aid on your cash donations and boost your fundraising at no extra cost to you or your supporters.

By Post:

Teens Unite Fighting Cancer, Home Farm,
White Stubbs Lane, Broxbourne,
Hertfordshire, EN10 7PZ

Email:

Send us a copy of your donation form to events@teensunite.org

If you have any questions, please contact:

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T: 01992 440091