

Community Fundraiser Guide: How to host a coffee morning!

Coffee mornings are a fantastic way to raise money and awareness of genetic bleeding disorders, getting the local community together and spending time with friends!

Keep in mind the amount of people you want to invite and keep this in mind when selecting your venue. You could host recurring coffee mornings, keep in touch with friends, family, or add it on to a book club, a regular meet and greet, or at your place of work.

Checklist:

o **Venue and Capacity**

- You can host your coffee morning in your home, your garden, in a local café, community centre, a hall, or at another venue. Allow three-four hours for your coffee morning to have time to enjoy your drinks and yummy treats!
- In order to raise money, you can request a donation to take part and include a free cup of tea or coffee. If you sell tickets for the event in advance, then attendance on the day may also be higher.
- You can order your free fundraising pack here:
<https://haemophilia.org.uk/get-involved/fundraising/organise-your-own-event/>
To order posters, information leaflets, photo consent forms or wristbands, please email fundraising@haemophilia.org.uk (or go to our online shop!)

o **Promote your coffee morning**

- Depending on your venue's capacity and target audience, promote your event in advance! Let your friends and family know so that they can plan to attend, and if it is a larger coffee morning, advertise in the local area- we are happy to provide empty posters for you to advertise your event in local cafés, halls, and community centres! You can also approach local media outlets, local newspapers and radio stations!
- **Social Media:** Don't forget to promote and share your event on social media! Pick a photo and post this tag line along with the details of your event, and don't forget to tag us in your post!
**I'm a Community Fundraiser for The Haemophilia Society! #Haemophilia
#BleedingDisorders #OurFamily
Twitter: @HaemoSocUK**
- **Online Fundraising Pages:** Boost your community fundraising by setting up an accompanying online fundraising page with JustGiving or **Virgin Money Giving**. Remember to add a target, why you are fundraising for The Haemophilia Society, and photos!

For everyone affected by a genetic bleeding disorder

President: Baroness Meacher Registered charity no. 288260. Charity Registered in Scotland No SC039732.

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○ **On the day**

- Make sure that all monetary items (such as cash boxes, receipts books, floats, Gift Aid forms) are in a secure place and accounted for. Provide a Gift Aid form next to any donation pots, so that when your guests donate, tax-payers can write in their details to add an extra 25p to their donation, at no extra cost to them!
- Take some photos and have an amazing time at your coffee morning! Remember to send us any photos you have, and ask people in photographs to fill in a photo consent form for us.

○ **After your coffee morning...**

- Ensure that the money you have raised is counted carefully and with one other person, recorded and donated to us as soon as possible after the event itself!
- Email fundraising@haemophilia.org.uk to let us know how your coffee morning went. We always love to hear from our Community Fundraisers. Don't forget to send us your photos!

○ **Paying in your money**

- You can pay in your fundraiser money at the bank (email fundraising@haemophilia.org.uk for our details), by card over the phone on **020 7939 0780**, and by post via a cheque made payable to:

The Haemophilia Society
Willcox House
140-148 Borough High Street
London
SE1 1LB

If you would like to pay cash in via your local bank, then please contact us at fundraising@haemophilia.org.uk and we will provide you with a reference for payment, and the necessary bank details.

Legalities

1. **Venue.** If you are having your coffee morning outside the home, check Health and safety regulations for the venue and don't exceed maximum guest capacity. Check with the venue whether they have insurance which covers your event - you may need to apply for public liability insurance if it is a large event for the general public.
2. **Risk Assessment.** Does the venue require you to complete a risk assessment before the event? Ask them to advise you on this.

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3. If your event is on private property (which is not your own), you will need the appropriate **permissions**, and if in a public place, you should contact either the local council or the police depending on your area to make them aware of this – take their advice.
4. Follow all the advice of establishments you are using, the local council and the police, as stated on their websites/correspondence with you.
5. **Food Hygiene** – If you are providing food as part of your event, then be sure to check for any dietary restrictions, and see good hygiene practices and search ‘Providing food at community and charity events’ at www.food.gov.uk
6. **Under 18s** cannot be served alcohol.
7. If you are sending us photos of your fabulous event, make sure that the person or people in the photographs have signed a consent form (just ask us for one! There is also a form for parents/guardians to sign for children having their photographs taken.)
8. If you have games at your coffee morning, such as a raffle or an auction, then be aware that you need to check with the local council depending on where the event is being held, as you may require a licence. (Collections on private property do not, but you will need permission from the property owner.)

Tips!

- Leave a Gift Aid form next to donation boxes to add an extra 25p onto taxpayers’ donations at no extra cost to them!
- Make it educational, so that your guests leave knowing more about genetic bleeding disorders and can educate others! You could provide some leaflets on the night, or give a short introductory talk explaining our work as a charity.
- If you are asked questions which you do not know the answers to, please direct them to our website!
- Take care of yourself and make sure to sit down and take breaks if you are tired, and drink water if dehydrated.
- If people do not want to donate, don’t pressure them. The event is about having fun, raising awareness and accepting donations.

Don’t forget to let us know all about your fabulous fundraising efforts! We would love to hear from you. fundraising@haemophilia.org.uk

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