

**HOW TO
HOLD A
C☕FFEE
MORNING**

**COMBAT
STRESS**

Coffee mornings provide a great opportunity to get family, friends, colleagues or the wider community together to catch up, have a natter, eat treats, and most importantly drink coffee to help **raise money for veterans' mental health.**

BEFORE YOUR COFFEE MORNING

DATE / TIME:

Think carefully about the date so it doesn't clash with any national or local events.

VENUE:

This could be your own home or a village hall. If using a public venue, make sure to check on any licences you might need.

PROMOTION:

Create some posters and leaflets so you can advertise your coffee morning locally. We have some templates you can use on our resources page events.combatstress.org.uk/resources. Make the most of social media and create an event on Facebook or promote it on the local community pages or company intranet. Try contacting your local newspaper and radio.

GOAL / TARGET:

Try giving yourself a target of how much you want to raise – this could help you get extra donations from people who want to help you reach your target. Think about how you can make the most of the event to raise as much as you can. Maybe set up an online fundraising page.

SUPPORT:

As it's for a great cause, maybe speak to local businesses who may like to donate some delicious treats or even various coffees you can then sample at the event? It's always worth asking and you never know who you speak to, as they may go on to support Combat Stress in other ways too.



AT YOUR COFFEE MORNING

FUNDRAISING:

Try to include fun games or activities to raise extra money. 'Guess the coffee flavour' is often popular or host a 'bake off' and sell any cakes that have been made. Make sure you have plenty of options for people to give, including buckets/tins or links to your fundraising page to encourage donations.

AWARENESS:

If you are comfortable with speaking, try to plan a moment to say a few words about why you support Combat Stress so people understand the difference their support makes. Make sure you have plenty of literature for people to pick up too.

AFTER YOUR COFFEE MORNING

BANKING:

Count, record and send us the money you raise as soon as you can. See '**Paying in money**' for the different ways to do this. It's a good idea to share responsibility for this amongst more than one person and to prepare in advance by getting some money bags from the bank.

THANKING:

Remember to follow up with guests and anyone who has supported the event to thank them and let them know how much was raised to help veterans' mental health.

TOP TIPS

FOOD AND DRINK:

If you're selling food or drink it's essential to label things for allergens. Always visit the **Food Standards Agency** for advice.

LET US KNOW:

Tell us about your coffee morning so we can support and advise if needed – we'd love to hear all about it!

SOCIAL MEDIA:

Keep pushing it out with regular updates, it often takes a few times before people take notice. And remember to tag us **@combatstress #combatstress** so we can see what you're up to and say thank you!

DOUBLE YOUR MONEY:

Do you or any of your helpers work for a company that offers 'matched giving' for charity? If so, encourage them to apply and you can double the amount you raise!

LICENCES:

Check for any licences you need. For example, selling alcohol and playing music both require a licence.





PAYING IN MONEY

There are lots of ways to pay in money. Please include your supporter number (if known), your name as a reference, and information about the donation.

BANK TRANSFERS:

BANK ACCOUNT DETAILS

Bank: Natwest
Account Name: Combat Stress
Sort Code: 60-00-01
Account Number: 00100013

BANKING IN SCOTLAND

Please pay into the above Natwest account via RBS branches in Scotland.

ONLINE:

Donate directly through our online collections page: combatstress.org.uk/collection-donation

COINSTAR:

Coinstar machines are situated in supermarkets across the UK. You can take the cash to any Coinstar machines, select 'donate to charity' then select 'other' and enter the code **2998** to deposit directly to Combat Stress. You will receive a voucher detailing the donation. You must send a photo of this voucher to:

fundraising@combatstress.org.uk

Find your nearest machine: coinstar.co.uk/findamachine

CHEQUE:

Please make cheques payable to 'Combat Stress' and send to:

Combat Stress, Fundraising Department, Tyrwhitt House, Oaklawn Road, Leatherhead, Surrey, KT22 0BX

ONLINE FUNDRAISING PAGE:

Set up an online fundraising page for the event where you or guests can donate directly. You can do this through our platform:

events.combatstress.org.uk/fundraise/ownfundraiser

or Justgiving.

PHONE:

Call **01372 587 140** and quote your name, postcode, and event.

For more help and advice, call **01372 587 140** or email fundraising@combatstress.org.uk

KEEPING IT SAFE AND LEGAL

It's important that you are safe and legal whilst fundraising in aid of Combat Stress. Please follow our '**Keeping it Safe and Legal**' guidance document.



combatstress.org.uk

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