



Host a coffee or tea morning for the Muscular Dystrophy Campaign

What is it?

- Get a group of people together and arrange a coffee or tea morning in the staff room.
- For example, get everyone to bring in some cakes or biscuits and then make a donation for a cup of tea or coffee and a piece of cake.

What you'll need

- Decide on a suitable date and time for the event.
- Write the details of the event on your blank poster found in your fundraising pack. To order more through the **Tesco Hotline call 0845 872 9058**.
- Willing volunteers to participate and help you organise the morning by bringing in cakes or helping serve the coffee and tea.
- Ask your store/depot manager if you can have any refreshments donated.
- A treasurer or a safe place to keep the money throughout the day.
- A collecting box for participants to put their donations.
- Update everyone on how much you or your team raised by displaying the amount on one of the blank posters.
- ***Before you start any fundraising activity please check with your line manager first**

How long it'll take

- Time to make/distribute posters and tell staff about the coffee morning.
- Allow 3-4 weeks to publicise the event to your colleagues.
- The more notice you give people of the date the more people will be able to attend.
- Invite a Muscular Dystrophy Campaign representative to attend your event.
- Collect money at the start of the coffee morning.

Top tips

- Tell as many people as possible what you're doing to generate interest.

For further help and advice call the Tesco Hotline on 0845 872 9058 or check out www.muscular-dystrophy.org/tesco

- Recruit as many people as possible to come along, persuade people who have a day off to pop in or to have their own mini event with their friends and family.
- Advertise the event and welcome the support of friends and family.
- Ask your manager to remind people at any team meetings in the run up to the coffee morning.
- Put posters up in staff areas to let people know what you're doing, include your contact details
- Put details on your staff intranet or tell people at your staff team meeting.
- Try and generate publicity for your store/depot by contacting One Team or the local press to see if they will feature a story and photo of your event.
- Consult the publicity section of the fundraising pack for more details or call the **Tesco Hotline 0845 872 9058**

Show me the money!

- Participating in the event is dependent on paying the money.
- Charge a fee for attending the coffee morning.
- £2 is the standard suggested amount per person participating, per coffee and cake.
- Bank the money for information about how you should bank the money please refer to page 7 of your fundraising pack, consult your designated charity champion or call the **Tesco Hotline 0845 872 9058**
- Bank the money. All money raised should be banked in cash reports till number 702
- 702 for Share A Smile events.
- Update everyone on how much you or your team raised by displaying the amount on one of the blank posters.

Remember before you start any fundraising activity to please check with your line manager first.

For further help and advice call the Tesco Hotline on 0845 872 9058 or check out www.muscular-dystrophy.org/tesco