

THANK YOU
**for your
support**

Cake & Coffee Morning

Fundraising Pack

Thank you so much for supporting us

Thank you...

Thank you for signing up to host an ACH Coffee Morning. This event is all about coming together, being with friends, family & colleagues and of course eating cake and drinking tea!

You can host this event in the garden, in a local hall, your kitchen or even a workplace. You choose what you serve from cakes & scones to muffins & cookies. Don't forget tea, coffee, hot chocolate or maybe a fruity cordial.

In this pack you will find a delicious cake recipe, a poster template, an invitation template and bunting for you to cut out and hang up - all of which we hope helps to enhance your event.

Ideas & tips...

- Ask friends/family/colleagues to make a small donation in exchange for tea and cake
- Hold a raffle at your event
- Consider a "guess the weight of the cake" competition.
- Hold a "bake-off" style competition as part of your event and ask people to donate to enter.



Hosting a successful event

We have included some templates for you to print off and add your event details. Also, we would be happy to supply you with collection tins for your event should you need them. You could even add your event to Facebook as a private event and invite all your friends, family and colleagues.

Our Values...

Compassionate & Caring
Inclusive
Committed to Excellence
Innovative
Collaborative



Classic Victoria Sandwich recipe

Classic Victoria Sandwich Recipe

Prep: 40 mins

Cook: 20 mins

Easy

Cuts into 10 slices

Ingredients

200g caster sugar
200g softened butter
4 eggs, beaten
200g self-raising flour
1 tsp baking powder
2 tbsp milk

For the filling

100g butter, softened
140g icing sugar, sifted
drop vanilla extract (optional)
half a 340g jar good-quality strawberry jam
icing sugar, to decorate

Method

Step 1

Heat oven to 190C/fan 170C/gas 5.
Butter two 20cm sandwich tins and line with non-stick baking paper.

Step 2

In a large bowl, beat 200g caster sugar, 200g softened butter, 4 beaten eggs, 200g self-raising flour, 1 tsp baking powder and 2 tbsp milk together until you have a smooth, soft batter.

Step 3

Divide the mixture between the tins, smooth the surface with a spatula or the back of a spoon.

Step 4

Bake for about 20 mins until golden and the cake springs back when pressed.

Step 5

Turn onto a cooling rack and leave to cool completely.

Step 6

To make the filling, beat the 100g softened butter until smooth and creamy, then gradually beat in 140g sifted icing sugar and a drop of vanilla extract (if you're using it).

Step 7

Spread the buttercream over the bottom of one of the sponges. Top it with 170g strawberry jam and sandwich the second sponge on top.

Step 8

Dust with a little icing sugar before serving. Keep in an airtight container and eat within 2 days.

View the recipe on
<https://www.bbc.com/food/recipes/victoria-sandwich-recipe>



online:
[goodfood.com/recipes/classic-victoria-sandwich-recipe](https://www.goodfood.com/recipes/classic-victoria-sandwich-recipe)

Promoting your event: Invitation & Posters

Invitation Template

Your Logo

Come along to our Cake & Coffee Morning

Fundraising Event

On:

At:

.....

.....

RSVP:

All proceeds will go to our chosen charity:

AGEconcern
Hampshire

Charity Number - 290874

Event Poster



Come along to our Cake & Coffee Morning

On:

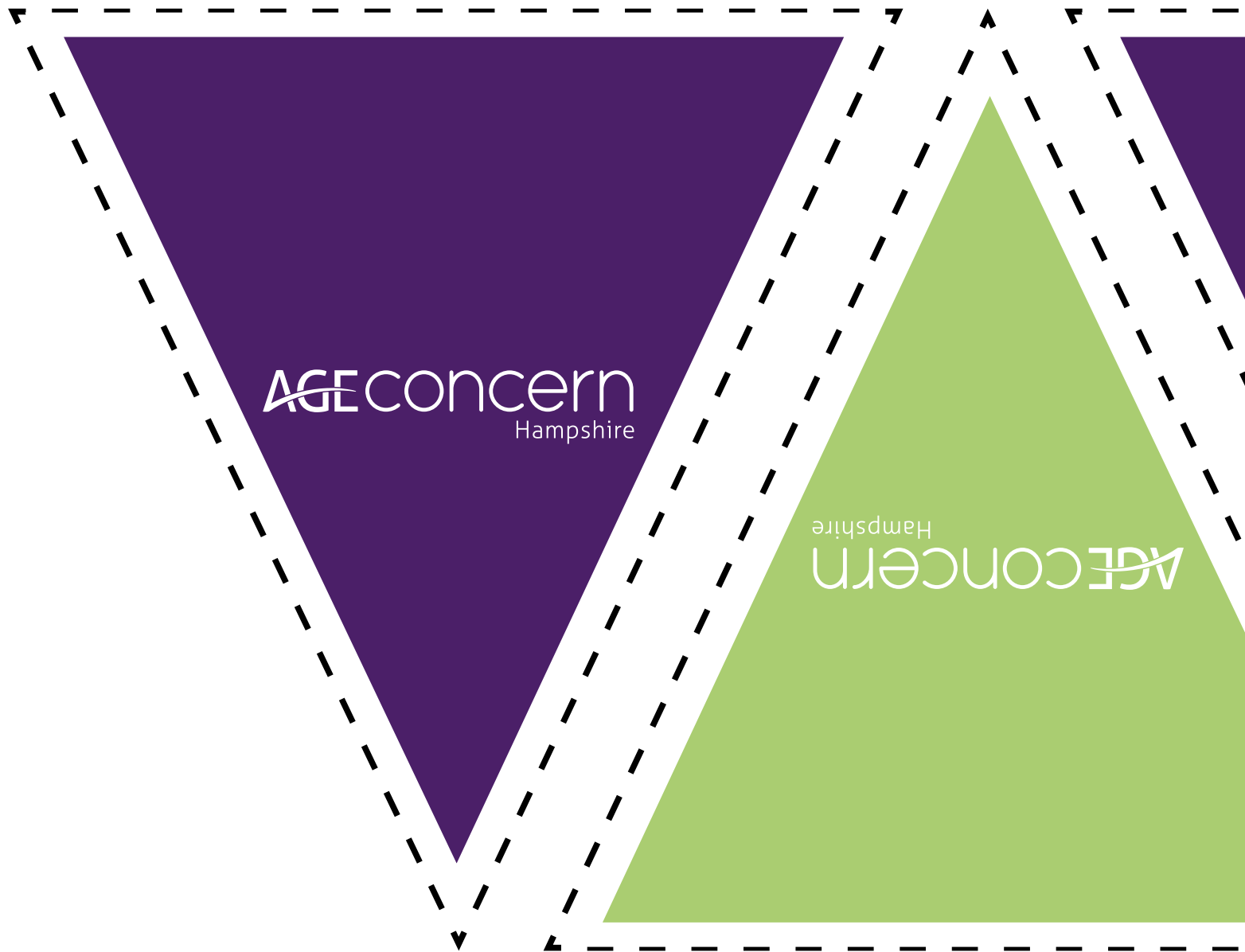
At:

All proceeds will go to our chosen charity:

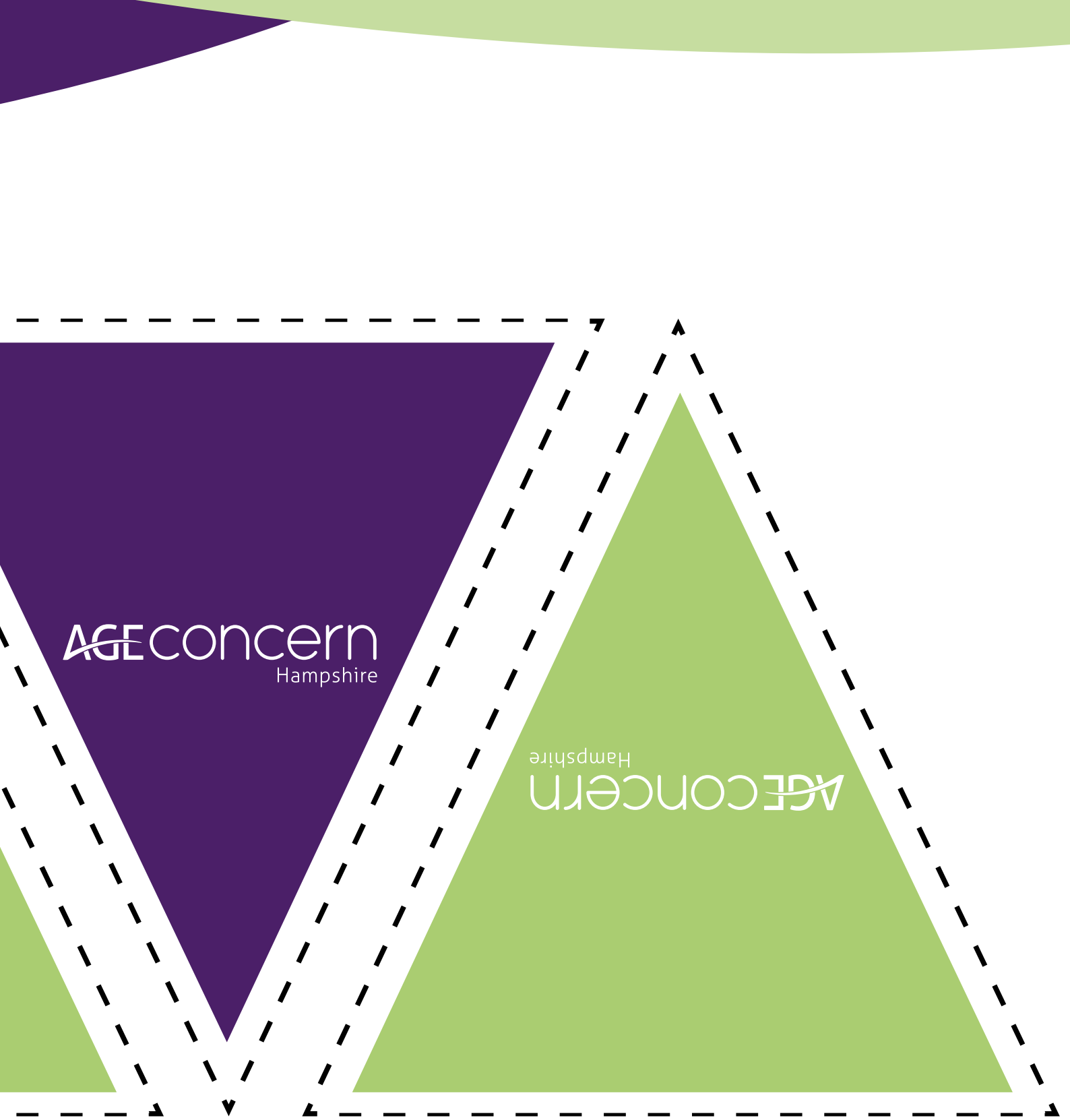
AGEconcern
Hampshire

Charity Number - 290874

Preparing for your event: Printable triangular bunting

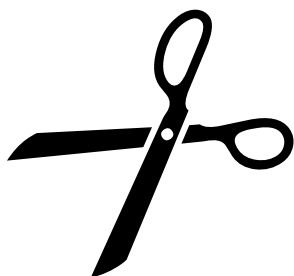


Print out as many bunting sheets as you need and carefully cut out the triangles.
Stick the bunting along a length of ribbon using sticky tape.



AGEconcern
Hampshire

AGEconcern
Hampshire



Things you need to know



Raffles

If you are selling raffle tickets over a long period of time, you will need to apply for a licence with your local authority. Guidance on requirements for the printing of these raffle ticket scan also be obtained from your local authority website. However, if you are selling and drawing tickets on the same day then the rules are more relaxed. You can run one of these raffles without a licence where:

- Tickets are only sold at the event
- You do not spend more than £500 of the ticket sale income on prizes
- The winners are drawn at the event or after it has finished



Food & Alcohol

If you're providing food and drink it is worth visiting the Food Standards Agency for guidance on preparing food. If you are including alcohol as part of your event please drink responsibly.

Insurance

If your event involves the public, you will need to make sure that you have Public Liability Insurance. Your venue may already have this so check with them first. If you are hosting this event with friends, family, a community group or within your work environment you will not need to worry about insurance.

Health & Safety

If you are organising a large scale or physical event you will need to make sure that you have first aid cover. Organisations such as St John's Ambulance or the British Red Cross can help you to decide the type of cover you'll need. Your organisation may also require a risk assessment.

After the Event

Celebrate how much you've raised & thank everyone that has helped. You can either donate the money from your event via our Just Giving page, send a cheque to our head office or do a bank transfer. Get in contact to let us know and confirm your details.



Get in touch to find out more...

Call: **01962 868545** or email: supporters@ageconcernhampshire.org.uk

Age Concern Hampshire

Centre Way, Locks Heath, Southampton SO31 6DX