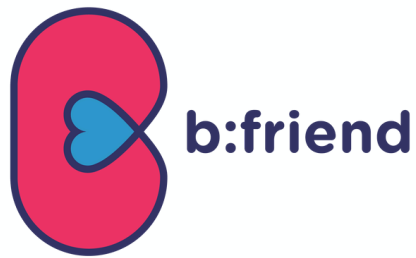


Tea Party Guide



A huge thank you for choosing to support **b:friend**

We are a small charity making a big impact, and your contribution will make a massive difference to the lives of vulnerable and isolated older neighbours.



No one should have no one.

At b:friend we love a party! What better way to celebrate friendships than to hold a fundraising tea party.

It costs £4.29 for 1 hour of befriending support for an older neighbour in your community. That's as long as it takes to have a cup of tea.

How many cuppa's can you fund?

Fundraise at school, work or with your local group.

Here's a short guide to make your fundraising fun & easy.

Tea Party Plan

Register your event



Contact us on fundraising@letsbfriend.org.uk to tell us what you are doing. We can support you with your event and help promote your fundraising.

Set a date and venue



Who are you inviting and how are you going to promote your event?

Set up a JustGiving page to make it easy for people to donate.

Social media is a great way to tell everyone about your fundraising. Share your fundraiser on WhatsApp, Facebook and other social media channels to reach more people. If using JustGiving they have easy sharing tools to promote your fundraiser.

Download our free printable resources which includes posters, invites and decorations for your tea party/cake sale.

Add your event details or Just Giving page link to your email signature, and let friends, family and colleagues know about your fundraiser.



Make it easy to collect donations

Create a Just Giving page so people can donate online, add it to your poster so people can give online instead of cash.

Personalise your page and send it to everyone you're inviting.

[Click here to create a Just Giving page:](#)

<https://www.justgiving.com/letsbfriend>

Recruit help

Get baking! Everyone loves a homemade cake, check out our b:tasty cookbook for inspiration from some of our older neighbours. [b:tasty cookbook](#)



On the day

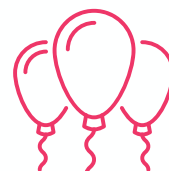
Decorate your tea party with some of our downloadable decorations. Go to our website to download here [tea parties](#)

Welcome your guests and don't be afraid to ask for donations. Having your poster with a link to your JustGiving page gives people the opportunity to donate online.

Enjoy your cake with a **cuppa and a chat**, it's the absolute best way to celebrate friendships - take it from us we know!

Have the best time. and definitely take lots of photographs!

Thank everyone for coming.



After the event

Don't forget to snap and share photos of all your activities. Tag us on your Facebook and Instagram posts and we'll share them to our socials too.

Print off your [Thank You poster](#) and let everyone know how many 'cuppa's' you've funded.



Sending in your fundraising

JustGiving is a simple and convenient platform for both fundraisers and supporters, and they're set up to collect Gift Aid on our behalf. We highly recommend using that as your main fundraising platform. If you use JustGiving they'll automatically forward your donations to us.



If you receive any cash donations, you can pay it in via our website. Please let us know beforehand if you are sending any monies so we know it is coming from you for your fundraising. Add a message such as 'Jo's b:friend tea party'. Please do not send any cash in the post.



Donate on the
b:friend website:
www.letsbfriend.org.uk/donate/

Stay in touch and we'll be with you every step of the way. Tag us in your posts on social media:



@bfrienders



@_bfriend



lets.bfriend



b:friend

And finally, from all of us at



b:friend

YOU'RE AMAZING!

We hope you have a fantastic
time at your event.

Thank you & good luck!

