

# Let's have fun, let's make a difference, let's do a Macmillan Coffee Morning!

Dear host,

Thank you so much for deciding to host a Macmillan Coffee Morning! Your contribution means we can continue helping more people with cancer get the best care the UK has to offer, whoever they are, wherever they are.

## Host a Coffee Morning, your way

Whether you're planning a cosy coffee and pastry, a fun baking party, or an exciting BBQ, you will make a difference! £270 could pay for a Macmillan Information and Support Manager for one day, giving people living with cancer the opportunity to ask questions and talk through their concerns.

## This is only the start!

This kit has everything you need for a great event, and you'll find even more online to inspire you. Just head to [macmillan.org.uk/coffee](https://macmillan.org.uk/coffee). For added fun, check out our game selection or add to your table a bake from one of our new savoury recipes on our Coffee Morning website.

## We'll be here for you

In the run-up to your event, we'll send regular emails with helpful tips and support, but if you need any help with your Coffee Morning, don't hesitate to reach out!

Call us at **+44 330 102 7890**, email [coffee@macmillan.org.uk](mailto:coffee@macmillan.org.uk) or visit our site [macmillan.org.uk/coffee](https://macmillan.org.uk/coffee).

Thank you for baking the difference!

*Hannah*

Hannah and the Coffee Morning Team

## Ingredients for your Coffee Morning success

- **Plan your event early** so you don't forget anything.
- **Claim, edit and share** your fundraising page.
- **Send invitations** and save the date in everyone's calendar.
- **Try a new recipe** or fun beverage from our Coffee Morning website
- **Recruit some friends** (if you need some help) to lighten the load and share the fun together.
- **Enjoy, collect and share** memories on your event day.
- Get **extra donations** by encouraging guests to add Gift Aid at no extra cost



# How to pay in

## Online

Go to our website, [macmillan.org.uk/coffee](https://macmillan.org.uk/coffee) and use your credit or debit card, or scan the QR code at the end of this page.

## Over the phone

Call 0330 102 7890 and use your credit or debit card.

## At the bank

Visit the Royal Bank of Scotland, NatWest, or Ulster Bank and use a paying-in slip linked to your registration, which you can order on our website.

## At the Post Office

Head to the Post Office with your paying-in slips to pay in your donations. These are unique to you and allow us to track and match donations directly to your event. Please use separate paying-in slips for cash and cheques – just record all cash donations on one slip and all cheque donations on the other. When paying in cheques, the Post Office will provide you with a deposit envelope for your paying-in slip and cheques.

## By post

Please, make cheques payable to "Macmillan Cancer Support" and place them in the envelope found in this fundraising kit. Don't forget to include your paying-in slip too (above and below), and clearly write your surname and postcode on the back of each cheque so we know the donation is from your Coffee Morning.

Please send cheques to:

Freepost RTLS-JTZR-RYAZ,  
Macmillan Coffee Morning,  
PO Box 4240,  
Bracknell,  
RG42 9QL

If you need a paying-in slip, please order it at

**[coffeeregister.macmillan.org.uk/extraorders](https://coffeeregister.macmillan.org.uk/extraorders)**

For more information about our paying in process for any of the banks and the Post Office, please see the FAQs, **[macmillan.org.uk/coffee-morning/faqs](https://macmillan.org.uk/coffee-morning/faqs)** on our website or call 0330 102 7810.

**Remember!**  
Adding Gift Aid will  
boost guest donations  
by 25%



# It's time for a Macmillan Coffee Morning and you're invited

**Let's do whatever it takes to support  
people living with cancer.**

**Place:**

**Date:**

**Time:**

**Contact:**



Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19198\_QUIZ

**MACMILLAN  
CANCER SUPPORT**

# Let's do Coffee Morning



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To \_\_\_\_\_

I'm hosting a Macmillan Coffee Morning! Join me and  
do whatever it takes to support people with cancer.

Date & Time \_\_\_\_\_

Place \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

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From \_\_\_\_\_

# Your Coffee Morning Bunting



Simply cut the triangles out, punch holes in them where marked and thread them together with a string or ribbon.



Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19471\_DIY\_Bunting

**MACMILLAN**  
**CANCER SUPPORT**

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**MACMILLAN**  
**CANCER SUPPORT**



# Top tips for promoting your Coffee Morning

**Your Coffee Morning really makes a difference for people with cancer, and we're here to help you boost that impact while making some great memories.**



**Update your fundraising page.** Upload a photo from a past Coffee Morning or a picture of the special person who inspired you to host your event. Share your motivations for fundraising for Macmillan Cancer Support.



**Promote your event locally.** Walk through your neighbourhood and put up invitation posters featuring your fundraising page QR code so people can join your event or make donations.



**Spread the word.** Share your fundraising page widely across social media platforms - Facebook, X, Instagram. Remember to include all key details such as date, time, venue and who to contact. .



**Connect with local businesses.** Involve local businesses in your efforts and inform your local newspaper about your amazing fundraising initiative.



**Set a fundraising goal.** Establish a target and inspire everyone to come together to reach and surpass it!



**Capture the moment.** Take great photos during your event. You could create a virtual album where everyone can add their snapshots and share memories.



**Host a competition.** Consider organising a baking contest or awarding a prize for the funniest costume if you're hosting a themed event.



**Celebrate donations.** After the event, share the total amount raised and express gratitude to everyone who donated and contributed to making your event special!



Registered with  
**FUNDRAISING  
REGULATOR**

**MACMILLAN  
CANCER SUPPORT**





## Find the missing coffee bean

The winning prize is: \_\_\_\_\_

Promoted by: \_\_\_\_\_

Closing date: \_\_\_\_\_

### How to play

Macmillan have hidden The Green Coffee Bean. Write your name in your chosen square and make a suggested £2 donation\* to Macmillan. 100% of the donations are given to Macmillan to help people living with cancer. When all the squares have been chosen, scratch off the silver panel to reveal the winner.

**\*Terms and conditions:** Entry to this Prize Draw is free; no purchase is necessary. The donation is a suggested amount only and is not required to enter the Prize Draw. 100% of all donations received will be given to Macmillan Cancer Support registered charity in England & Wales (261017), Scotland (SC039907), and the Isle of Man (604). Also operating in Northern Ireland. To enter the Prize Draw you must write your name on your chosen square. You may only enter once. The prize winner will be the entrant who has chosen the correct square. The winning prize will be as shown on the poster. The prize winner will be chosen on the close date shown on the poster. Printed on sustainable materials. Please recycle. MAC20095\_Game



**MACMILLAN**  
CANCER SUPPORT

**Answer: C7**



# Coffee Morning Quiz

1. Which two colours form the alternate check pattern in the sponge of a Battenberg?
2. What kind of oranges are used to make marmalade?
3. In which coffee would you find hot chocolate?
4. Which three sauces make up Prawn Cocktail Sauce?
5. In which season do people traditionally drink Pumpkin Spice Lattes?
6. Cheddar cheese originates from which British county?
7. Which sponge or butter cake is named after a Portuguese wine?
8. Focaccia originates from which country?



# Coffee Morning Quiz Answers

1. Pink and Yellow
2. Seville Oranges
3. Mocha
4. Mayonnaise, ketchup, and Worcestershire sauce
5. Autumn
6. Somerset
7. Madeira cake
8. Italy



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**This will  
hit the spot**

---

**Step up  
to this plate**

---

**Packed with  
passion**

---

**Get in before  
they're gone**

---

**Move mountains  
with me**

---

**The talk  
of the table**

---

**Natter round  
this platter**

---

**Bake it  
to make it**

---

**Best thingsince  
sliced bread**

---

**Because  
YUM**

# You're the icing on the cake

---

---

Thank you for everything you did to make the Coffee Morning a huge success.

**Together we raised**



---

to help Macmillan do whatever it takes to support people living with cancer.



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In aid of

**MACMILLAN  
CANCER SUPPORT**

This is not a receipt.

# Gift Aid Form

## Boost your guests' donations by 25%

Complete using the same details that you registered with:

Full name \_\_\_\_\_

Organisation \_\_\_\_\_

1st line of address \_\_\_\_\_

Postcode \_\_\_\_\_

**Write your full name.**  
To claim Gift Aid, the form must be clearly completed in the donor's handwriting.

**Fill in home address and postcode.**  
Please do not include your work address as HMRC need to know where you live to claim Gift Aid.

**Avoid ditto marks.**  
Unfortunately, we can't claim Gift Aid on your donation if you use ditto marks (") on the form.

Please confirm statements below to make sure your donation is eligible.

**✓ This donation is my own money. It hasn't come from anyone else or a collection.**

**✓ This donation is voluntary, and not the proceeds from a sale, like a cake sale.**

**✓ I'm not in with a chance to win a prize from this donation e.g. in a raffle or sweepstake.**

By ticking the box headed 'Gift Aid', I have read this statement and want Macmillan Cancer Support to reclaim tax on the donation detailed below. I am a UK tax payer and I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given. Please return your completed form in the pre-paid envelope to: **Freepost RTLS-JTZR-RYAZ, Macmillan Coffee Morning, PO BOX 4240, Bracknell RG42 9QL**

*giftaid it*



First name	Surname	First line of home address	Postcode	Date paid	Your donation	Gift Aid (please tick)
Jane	Example	321A	CR1 3FG	DD.MM.YY	£10.00	✓
Full name + Home address + Postcode + Date collected + ✓ = Gift Aid All fields are mandatory.						
Total						
Date paid to charity						

Macmillan promise to keep your details safe and never sell or swap them with anyone.  
Please see our privacy policy for more information at [macmillan.org.uk/privacy-policy](https://macmillan.org.uk/privacy-policy)

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First name	Surname	First line of home address	Postcode	Date paid	Your donation	Gift Aid (please tick)
Jane	Example	321A	CR1 3FG	DD.MM.YY	£10.00	✓
Full name + Home address + Postcode + Date collected + ✓ = Gift Aid All fields are mandatory.						
Total						
Date paid to charity						

Macmillan promise to keep your details safe and never sell or swap them with anyone. Please see our privacy policy for more information at [macmillan.org.uk/privacy-policy](https://macmillan.org.uk/privacy-policy)