Let's get together for good, let's do a Macmillan Coffee Morning!

Dear supporter,

Thank you so much for deciding to host a Macmillan Coffee Morning! Your contribution means we can continue to help the 3.5 million people in the UK living with cancer, whoever and 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! If there's a surface that can hold food and drink, you can hold a Coffee Morning on it. Take a look at the blogs and stories on our website for inspiration and ideas from other hosts.

Let's get started
This kit has everything you need to get going, and you'll find even more resources at **macmillan.org.uk/coffee**.
Now is the perfect time to personalise your fundraising page. We've found hosts who personalise their page raise 50% more on average! From your fundraising page you can send out digital invites and print invite posters with your unique QR code, so people can donate directly to your Coffee Morning.

Making a difference with every cup, every slice, every laugh.
Money raised from your Coffee Morning makes a big difference. Every £100 spent on the Macmillan Support Line could lead to our Welfare Rights Team helping people find out about £2903 in benefits they could be entitled to.

We'll be here for you
We'll send regular emails with tips, ideas and support in the run-up to your Coffee Morning. And if you need a hand, our team is here to help. Call us on **0330 102 7810** or email **coffee@macmillan.org.uk**.

Let's get together for good and show up proudly, laugh loudly, and prove that togetherness really is our greatest strength. That, and buttercream.

Fiona

Fiona and the Coffee Morning Team

Ingredients for your Coffee Morning success

- **Personalise and share** your fundraising page
- **Plan ahead** and use the extra resources on the website
- **Download invitations and posters** unique to your event from your fundraising page
- **Try a recipe or drink** from the Coffee Morning website
- **Boost donations by 25%** with Gift Aid at no extra cost
- **Enjoy the moment** and capture memories and photos on the day

Registered with FUNDRAISING REGULATOR

MACMILLAN CANCER SUPPORT

Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC20389_DigitalKitLetter

How to pay in

Online

Go to our website, 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
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** on our website or call 0330 102 7810.

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

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It's time for a Macmillan Coffee Morning

and you're invited

Let's do whatever it takes to make cancer care better for everyone, whoever and wherever they are

Place:

Date:

Time:

Contact:



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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 _____

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

Date & Time _____

Place _____

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Date & Time _____

Place _____

_____

From _____

To _____

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

Date & Time _____

Place _____

_____

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.

Registered with FUNDRAISING REGULATOR

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

Your Coffee Morning Bunting

Macmillan Coffee Morning



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

Registered with FUNDRAISING REGULATOR

MACMILLAN CANCER SUPPORT

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Top tips for promoting your Coffee Morning

Make the most of your fundraising page

- **Personalise your page** with date, fundraising goal, stories and photos
- Share your page before your event so those who can't make it can still donate

Go the extra mile

- Encouraging everyone to 'Wear it Green' for extra donations
- Hold a bake off style event
- Order tea towels and more from the **Coffee Morning Shop**
- Try a receipe from our website

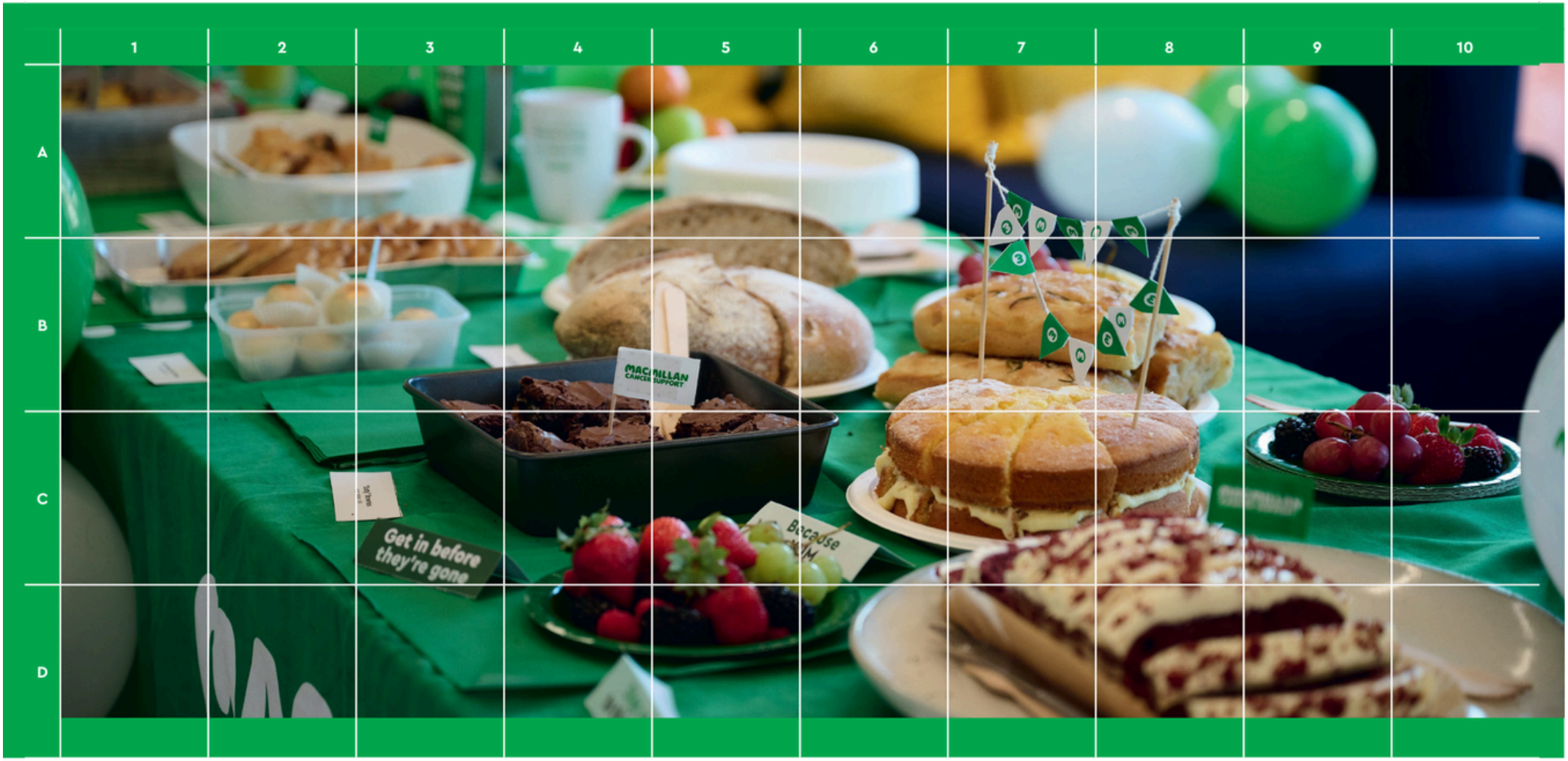
Spread the word

- Use the invitation poster in your kit
- Print posters from your fundraising page with your unique QR code
- Share your event on social media
- Add your event to the Coffee **Morning map**
- Ask for a feature in local newsletters
- Ask local businesses to display a poster

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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

Registered with FUNDRAISING REGULATOR

MACMILLAN CANCER SUPPORT

Answer: C7

Registered with FUNDRAISING REGULATOR

MACMILLAN CANCER SUPPORT



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. Cheddasr cheese originates from which British county?

7. Which sponge or butter cake is named after a Portuguese wine?

8. Focaccia originates from which country?

Registered with FUNDRAISING REGULATOR

*No obligation to donate
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

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



Registered with FUNDRAISING REGULATOR

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

Coffee Morning Bingo!

Pass around and play

How to play:

1. Cut out the bingo sheets below to use at your Coffee Morning.

2. Hand out a bingo card to each player.

3. As you meet people, tick off any squares that match something they've done.

4. The first person to complete a line down, - shouts BINGO!

5. Keep going if you want to play for more lines or even a full house.

Print out the page below and cut out your Coffee Morning bingo cards!



Registered with FUNDRAISING REGULATOR

MACMILLAN CANCER SUPPORT

Macmillan Cancer Support registered charity in England & Wales (261017), Scotland (SC039907), and the Isle of Man (604). Also operating in Northern Ireland.
Printed on sustainable materials. Please recycle. MAC20300_Game

Has already had two coffees today	Is wearing something green	Has a birthday in the same month as me
Took a selfie with someone	Arrived with homemade baked goods	Prefers tea over coffee
Told a joke or funny story	Made a donation online	Said "this is delicious!"
Introduced themselves to someone new	Has the same eye colour as me	Gave a compliment on someone's baking
Made a donation of cash	Baked something sweet	Baked something savoury

Took a photo for social media	Is wearing something green	Has a birthday in the same month as me
Took a selfie with someone	Arrived with homemade baked goods	Prefers tea over coffee
Asked for the recipe	Made a donation online	Said "this is delicious!"
Introduced themselves to someone new	Helped set up or tidy away	Found something in common with someone new
Made a donation of cash	Said "I'll just have a small piece"	Baked something savoury

Has already had two coffees today	Baked something gluten-free	Has a birthday in the same month as me
Took a selfie with someone	Arrived with shop bought baked goods	Prefers coffee over tea
Told a joke or funny story	Made a donation online	Said "this is delicious!"
Introduced themselves to someone new	Has the same eye colour as me	Gave a compliment on someone's baking
Offered to help with the washing up	Baked something sweet	Baked something savoury

Has already had two coffees today	Is wearing something green	Introduced two people to each other
Baked late the night before	Arrived with homemade baked goods	Doesn't drink tea or coffee
Told a joke or funny story	Used a family recipe	Said "this is delicious!"
Picked a cake with sprinkles	Has the same hair colour as me	Gave a compliment on someone's baking
Made a donation of cash	Baked something sweet	Baked something savoury

MAC19089

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 thing since sliced bread

Because YUM

You're the icing on the cake

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

Together we raised



to help Macmillan do whatever it takes to make cancer care better for everyone, whoever and wherever they are.

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MAC20384_Thank you poster digital kit

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.

giftaid it

- ✔ **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.

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

Please return your completed form in the pre-paid envelope to: **Freepost RTLS-JTZR-RYAZ, Macmillan Coffee Morning, PO BOX 4240, Bracknell RG42 9QL** 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**

Registered with FUNDRAISING REGULATOR

Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC20307_Gift Aid Form (Digital)

MACMILLAN CANCER SUPPORT

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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.

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

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MACMILLAN CANCER SUPPORT