



Have a **CUPPA** for Keech

A guide to holding your
own tea party in aid of
Keech Hospice Care

Helping us to continue
making the difference
when it matters the most.



Thank you

We are so pleased you have chosen to host a **Cuppa for Keech** in aid of Keech Hospice Care.

Every penny you raise will help us to continue **making the difference when it matters the most** for our patients and their families.

To help you organise your Cuppa for Keech, we've put together this short guide packed with ideas, tips and recipes to get you started. Plus you'll find printable posters, bunting and other items to make your day a success!

We'd love to hear what you're planning so please let our Fundraising team know at letmehelp@keech.org.uk or call **01582 707940** (Mon-Fri, 9am-5pm). We can provide you with balloons and banners for your event as well as advice and support along the way.

Share with us what you're up to, too! Take lots of photos of your Cuppa for Keech and share them with us on social media using [#CuppaForKeech](https://twitter.com/CuppaForKeech). Any images shared may be used for hospice publicity.

Have fun and enjoy your tea and cakes knowing you're helping to make sure adults and children with life-limiting and terminal illnesses, and their families, have the vital support they need, when they need it the most.



Let's get started

1

Set a theme

How are you going to run your Cuppa for Keech? The next page offers some exciting ideas on giving your fundraiser a theme.

2

Find a time and place

Once you know how your Cuppa for Keech will run, the next step is to book a venue, and set a date and time to hold it. You can hold your event anywhere, at any time - everyone enjoys getting together with friends and family for tea and cake.

3

Decide how you're raising money

By having a Cuppa for Keech, you're raising vital funds for us and there's a lot of ways you can get donations in. You could charge for entry or for food and drinks, you could include a bake sale or simply have a Keech collection pot at the ready. Just make sure you place a banner somewhere prominent saying it's all in aid of Keech Hospice Care.

4

Get your invites out

On page 7, you can find template invitations to send out to your guests or you can create your own. There's also a poster template: you just add the details of your event and pop it up where you can. Remember to use social media, too, to tell people about your Cuppa for Keech!

Top tip!

You could include activities such as a raffle or quiz, too, which could help maximise your fundraising!

5

Be prepared

Plan ahead to make sure you've got all the time you need to get those cakes baked, bunting up and raffle ready! You can get some banners and balloons, too, from our Fundraising team on **01582 707940** (Mon-Fri, 9am-5pm) or email letmehelp@keech.org.uk.

6

Relax and have a Cuppa

Time for the fun to begin! Enjoy your event and make sure you collect all the donations on the day. Find out on page 10 how to send the money raised to Keech Hospice Care.



Set a theme

Here are some ideas on ways you can hold your Cuppa for Keech.

Office breakfast

Create a great start to the day with savoury scones, pastries, tea or coffee for all your colleagues. You'll be the superstar of the office!



Summer garden party

Do you have a large garden or community centre that could host a family-friendly summer party? Think croquet, outdoor games, delicious cakes and fine teas.

Children's tea party

Get together with friends, family and children for a fun-filled party with games, fancy dress, cake and squash. Or why not ask your local school or toddler group to host one?

Afternoon tea

A classic and firm favourite. The recipe for a perfect afternoon tea party for your family and friends includes cakes, scones and sandwiches. You can 'event theme' it further by turning it into a Mad Hatters Tea Party, 'dress to impress' or add prosecco for a high tea with bubbles!



Bake Off

Love baking? Then why not host a bake-off event, with a prize for the tastiest bake? Non-bakers can join in as taste-testing judges. There are printable flag toppers for cakes in this pack, too, which are sure to create a star-bake!



Top tip!

You can hold your Cuppa for Keech at any time but how about linking it to celebration days like Mother's Day, Easter or St George's Day? Or hold it during a hospice awareness week, such as Children's Hospice Week (usually in late spring/early summer).



Time to get baking!

Cupcakes

Ingredients for cupcakes

115g softened butter
115g golden caster sugar
2 large eggs
½ tsp vanilla extract
115g self-raising flour
Pinch of salt

Ingredients for the buttercream

150g softened butter
300g icing sugar
1 tsp vanilla extract
3 tbsp milk
Food colouring of your
choice (optional)

**Top tip! Print
off the cake
flags on page
9 to add to the
decoration of
your cakes.**

Method

1. Heat oven to 180°C/gas mark 4 and fill a 12-cupcake tray with cases.
2. Beat the butter and golden caster sugar together until pale and fluffy.
3. Whisk in the 2 large eggs, a little at a time, scraping down the sides of the bowl after each addition.
4. Add ½ tsp vanilla extract, the self-raising flour and a pinch of salt and fold in.
5. Measure the mixture into the cupcake cases.
6. Bake for 15 minutes until golden brown on top and a skewer inserted into the middle of the cakes comes out clean.
7. Leave to cool on a wire rack.

Buttercream

1. Whisk the butter until soft then add the icing sugar and vanilla extract together and mix until smooth (start off slowly to avoid a sugar cloud).
2. Beat in the milk.
3. If you want to add colouring, do this now.
4. Spoon or pipe onto the cooled cupcakes.

Time to get baking!

Scones

Ingredients for scones (makes 10)

225g self-raising flour
Pinch of salt
55g butter
25g caster sugar
150ml milk
1 egg, beaten, to glaze

Method

1. Heat oven to 220°C/gas mark 7 and lightly grease a baking sheet.
2. Mix the flour and salt and rub in the butter.
3. Stir in the sugar then add the milk to get a soft dough.
4. Turn onto a floured surface and knead very lightly. Pat out to a 2cm thick, round shape.
5. Use a 5cm cutter to stamp out rounds and place them on the baking sheet.
6. Lightly knead together the leftover dough and repeat to use it all up.
7. Brush the top of the scones with the egg.
8. Bake for 12-15 minutes until well risen and golden.
9. Cool on a wire rack and serve with lots of jam and clotted cream!



An illustration of a tea set and a slice of cake. On the left is a white teapot with a brown handle and a lid. In the center is a white teacup filled with brown liquid, sitting on a matching saucer. On the right is a slice of chocolate cake with pink frosting, white cream, and a strawberry on top. The background is a blue gradient with purple and white bunting flags at the top and bottom. A large purple speech bubble is in the center, containing the main text.

We're having a **CUPPA** for Keech

I hope you can
join us!

Where:

Hosted by:

Date:

**Contact
details:**

Time:

Invitations

Where: _____

Date: _____

Time: _____

RSVP: _____

 In aid of
Keech
hospice care
Registered Charity No. 1035089



You're invited to have a **CUPPA** for Keech


Where: _____

Date: _____

Time: _____

RSVP: _____

 In aid of
Keech
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You're invited to have a **CUPPA** for Keech


Where: _____

Date: _____

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RSVP: _____

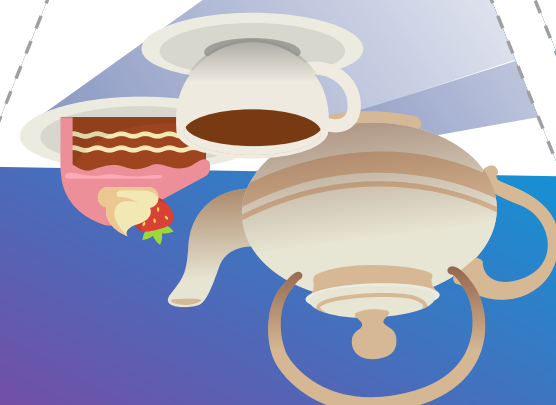
 In aid of
Keech
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You're invited to have a **CUPPA** for Keech

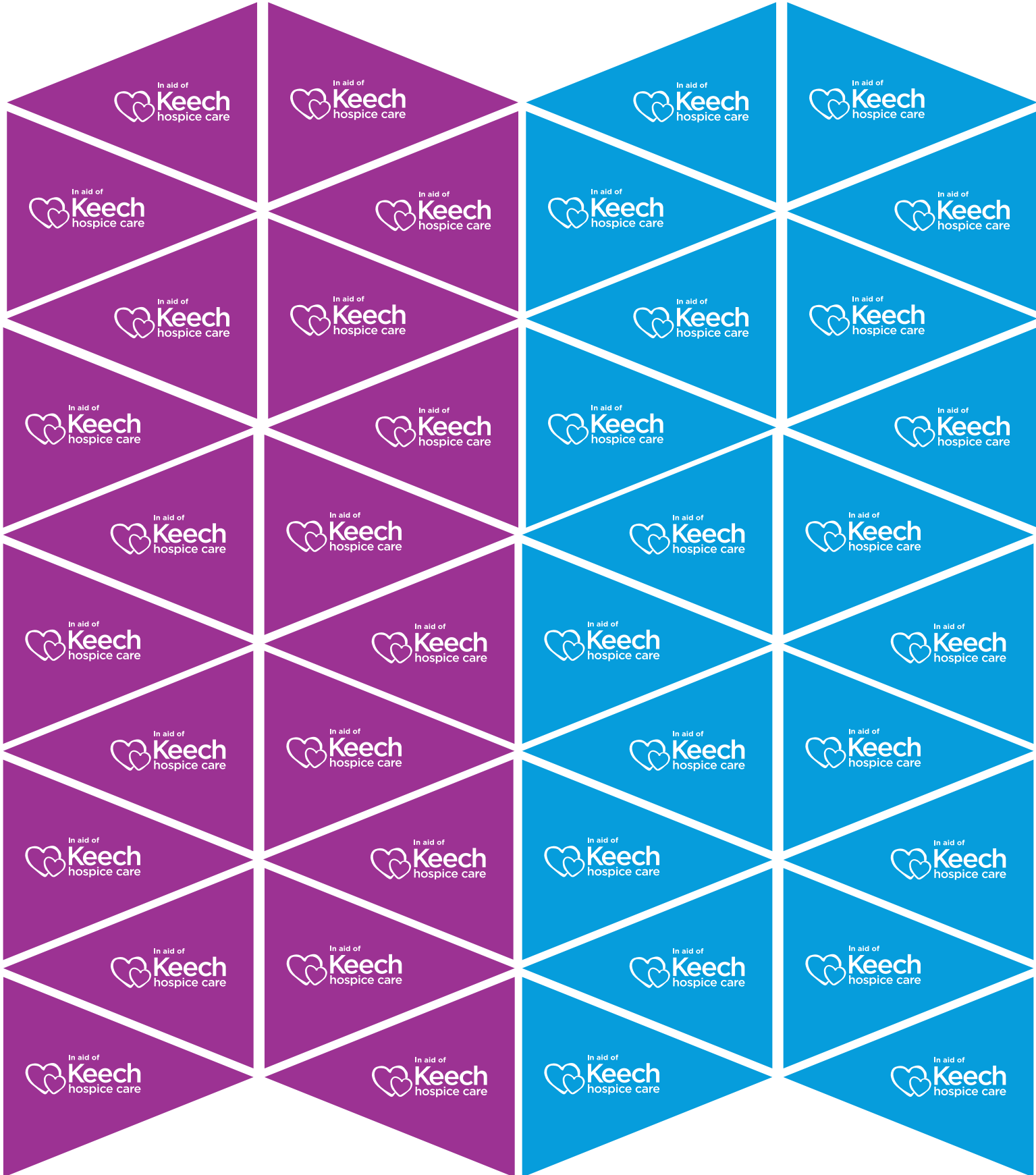
Bunting cut-outs

In aid of
Keech
hospice care



We're having a
CUPPA
for Keech

Make your own cake flags





Making your donation



Thank you for raising money for Keech Hospice Care - you have really done something amazing.

There are three ways to get the money you've raised to us.

Online

Bank the money you have made and use a credit or debit card to make a secure payment via our website. Simply type in the amount you have raised and select 'one-off donation', then fill in your details to make your donation.

You can also do a direct-to-bank payment. Contact our Fundraising team on **01582 707940** (Mon-Fri, 9am-5pm) to get our bank-account details and your reference number so we know who has made the donation.

By post

Please send a covering letter telling us how you raised your money, along with a cheque or postal order made payable to **'Keech Hospice Care'**, to:

**Keech Hospice Care
Great Bramingham Lane
Luton
LU3 3NT.**

Please do not send any cash through the post.

In person

If your donation is in cash, you can drop it off in person at your local Keech Hospice Care charity shop or the hospice itself. If you're popping in to the hospice, please call ahead so we can make sure a member of staff is available to greet you.