

Coffee Morning Pack



How to hold a Macmillan Caring Locally Coffee Morning



Decide when and where to host your MCL Coffee Morning. It could be at your home, in your garden, your workplace or even a local community hall for a large guest list.



Create your event poster/flyer making sure you clearly display the date, time, venue address and how people can donate. You can download a copy of our editable poster on our website under downloads. Creating a QR code is a great new way for people to make donations to your online fundraising page such as JustGiving. Feel free to ask our team for any advice if needed.



Promote, Promote, Promote! Get your invites out to as many people as possible, make it a morning to remember!



Finally, don't forget to register your coffee morning with our fundraising team and get yourself some promotional charity goodies such as buckets, banners, balloons, or t-shirts.



Top Tips

1 Food & Drink

As you are likely to be selling treats, remember, label your cakes and food, let people know what is in them. It is essential for people with allergies and intolerances, they will really appreciate it. You can get further advice from the Food Standards Agency: www.food.gov.uk

2 Time

Give yourself plenty of time to plan your event so things run as smoothly as possible.

3 Support

You could also ask your family and friends to support you with the event by making cakes and helping you on the day. Get yourself a Coffee Morning Dream Team and recruit some volunteers!

4 Engagement

Engage your guests with Macmillan Caring Locally – invite us along so a member of our team can chat to people on the day about what we do, why we do it and how people can help.

5 Raffle

Boost your fundraising by holding a raffle on the day! Everyone loves a chance to win some goodies! Just remember to draw a raffle on the same day you host it, that way you stay within the Gambling Commission guidelines, if in doubt have a look at: www.gamblingcommission.gov.uk/public-andplayers/guide/fundraising-prize-draws-raffles-and-lotteries

Olive's Malteser Slice Recipe

Olive was a volunteer at The Mac Unit for many years. She made cakes for the staff, and this was always our favourite!

Ingredients

85g / 3oz butter

2 tbsp golden syrup

2 tbsp cocoa powder

170g / 6oz digestives

1 x 175g Maltesers - half crushed and half left whole

Preparation time: 15 minutes

Chilling time: 3 hours

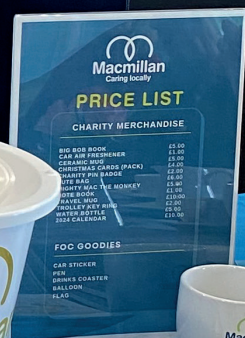
Serves: 10

This is a variation on a chocolate biscuit cake - the addition of Maltesers gives the cake an interesting texture. It can be served with coffee, as a dessert or at tea time. It will keep for up to a week in an airtight tin.

Method

1. Melt the butter and golden syrup in a small heavy-based pan. Stir in the cocoa powder, digestives and crushed Maltesers until well combined.
2. Allow to cool, then stir through the whole Maltesers.
3. Line a 450g / 1lb loaf tin with cling film and pour in the mixture and press down well, but try not to crush the whole Maltesers.
4. Chill until set (3 hours).
Slice the cake and serve.





Top Ten

Looking for the perfect biscuit partner to serve to your guests with their coffee, look no further than our top ten biscuit partners!



10 RICH TEA

They're a safe bet with no surprises. Be careful though, they don't withstand much dunking!

9 GINGER NUT

The gingernut taking such a low ranking will probably ruffle a few feathers, but not everyone likes ginger and even fewer like it with the added coffee taste.

8 JAMMIE DODGER

Look, we don't care what you say: strawberry jam and coffee do well together.

7 DIGESTIVE

The hardy brother of the rich tea, the digestive is a sturdy biscuit that will soak up a lot of coffee.

6 CHOCOLATE DIGESTIVE

The addition of chocolate to coffee is always great.

5 CHOCOLATE HOBNOB

The hobnob is a top biscuit, but really peaks when you add chocolate to it. As we just said, chocolate and coffee is a perfect combo.

4 CUSTARD CREAM

The custard cream flavour pairs well with the bitterness of coffee, this is definitely a favourite.

3 SHORTBREAD

Shortbread is an incredible biscuit, and it goes so well with coffee thanks to its absorbing qualities. We find adding chocolate chips to shortbread gives it even more appeal!

2 BOURBON

A chocolate biscuit with a strong cup of coffee. What else was going to take second place?

1 LOTUS BISCOFF

This can't be argued with, in our humble opinion. Found loitering next to your coffee in cafes all over the country, you need to get some of these for your coffee morning.

Make Your Own Bunting

If you would like a digital copy of our branded bunting to make your own decorations, you can download it here

www.macmillanlocal.org/downloads



We recommend printing the bunting on card. The bunting shape can be cut out, and holes made in the corners for the string (an office hole punch is perfect for this).



Please note this is a DIY project however we have plenty of branded goodies to help decorate your coffee morning so please get in touch!

How Can I Share My Event?



Share your event flyer/poster as far and wide as you can. If you are designing this yourself, make sure it looks eye catching and includes all the relevant details. We can provide you with our charity fundraising logo so please request this by emailing fundraising@macmillanlocal.org

You can set up a Facebook Event or a WhatsApp group, this is an easy way to invite all of your family and friends in one go!

Plus you can easily update everyone on any changes which might occur or get them excited by sharing some pictures of the tasty treats you may be selling.

**Make sure you tag us in any social media posts
[@macmillanlocal](#)**



Who We Are

Macmillan Caring Locally is a small, local charity based at Christchurch Hospital.

Our charity was registered in 1974 and works in partnership with University Hospitals Dorset NHS Foundation Trust, to provide an exceptional standard of care across South East Dorset and South West Hampshire

We need to raise over £1.8 million per year to help fund the extensive services provided by our dedicated team. We rely on the generosity of our community to continue our vital work, helping us to support those who need our specialist care.

Although we share the Macmillan name, our charity, Macmillan Caring Locally is not connected to the national organisation Macmillan Cancer Support.



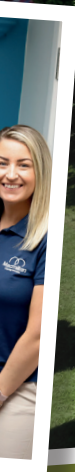
What We Do

We provide specialist palliative care and support for people within our community who are affected by advanced and life-limiting illness, either at home or in our hospice, The Macmillan Unit.

We support sixteen in-patient beds at The Macmillan Unit, a Community Specialist Palliative Care Team, our Hospice at Home Team as well as a further team of Clinical Nurse Specialists based at Royal Bournemouth Hospital.

Palliative care prevents and relieves suffering through the early identification, correct assessment and treatment of pain as well as other problems whether physical, psychosocial, or spiritual. We provide a dedicated Patient and Family Support Team, Rehabilitation Team, Complementary Therapy, Welfare Benefits Advice, and Chaplaincy Services.

“Thank you all for how you not only take care of the patients, but look after their families too.”



SHERRY'S STORY

"When my husband was admitted to the Mac Unit, I had not foreseen the difference it would make to both of our lives. Tim and I were together for 46 years but when he became ill, I had to rely on other people to help care for him.

After five months of support at home and no change in the severe pain that Tim was suffering, I knew he needed specialist care away from home.

Tim arrived at the Mac Unit and within four hours he was pain free, smiling and saying that he felt safe. I was completely exhausted after trying to look after him at home and the relief I felt when the Unit nurses took over was overwhelming. They treated Tim like a man, not a patient, the atmosphere at the Unit was wonderful compared to the intensity of struggling with home care and I remember meeting Penny, one of the nurses, and how incredibly easy she was to talk to about everything.

Tim had been following blogs about sailing and buying a boat was on his bucket list. To my delight, the wonderful team at the Mac Unit arranged for him to go sailing. It was the most wonderful day, the sea was like a millpond and the sky a beautiful blue - I will never forget the happiness in Tim's face that day.

Tim died seven days after that trip but his last two weeks in the Unit made it easier for me to grieve for him. He had felt so relaxed and safe there, the staff were all amazing and the happy memories of the Mac Unit wiped out the horrible memories of Tim's terrible time at home. I really wish we had admitted Tim earlier and I hope that my story will encourage others to make the decision not to delay taking their loved ones to the Unit.

I remember Tim's death as a bright time. The Mac Unit saved my sanity and, in those final weeks, that incredible team gave me my man back."

Fundraising Support

If you would like any support with your Coffee Morning, please contact our Fundraising team on 01202 477628 or by email fundraising@macmillanlocal.org.

Car Stickers



T Shirts



Collecting Tin



Mighty Mac Monkey Toy



Balloons



Jute Bags



**Local Charity
Local Funds
Local Care**

Help us to help others

www.macmillanlocal.org

Registered Charity No. 1189412




scan above to donate now!

f in @macmillanlocal




PVC Banner

**Even ask our team to
attend the events to run a
charity merchandise stall
and chat to your guests**



Trolley Keyrings



Coasters



Mugs



Collection Buckets



Travel Mugs

You can request the use of our official branded Fundraising Materials such as Banners, Buckets, Balloons, T-shirts or even ask our team to run a charity merchandise stall



Paying In Your Donations



Cash/Cheques

Please request to use our official charity Collection Boxes or Buckets. You can contact a member of our charity team and arrange to pop into our office following the event to hand in cash donations.



BACS

Account name: Macmillan Caring Locally

Account number: 41135473

Sort code: 40 46 19

Make sure you use your name as a reference.



Text

Text MCLCAKE to 70480 to donate £3. Text cost £3 plus one standard rate message and you'll be opting in to hear more about our work and fundraising via telephone and SMS. If you'd like to give £3 but do not wish to receive marketing communications, text MCLCAKENOINFO to 70480.



Gift Aid

If you are a UK Taxpayer, please consider a donation using Gift Aid.

Every £1 you give is then worth £1.25* because we can claim the tax back on your donation. Please request a supply of Gift Aid forms from one of the charity team.



Fundraising Enquiries:

fundraising@macmillanlocal.org



**The Macmillan Unit, Christchurch Hospital,
Fairmile Road, Christchurch, Dorset, BH23 2JX**

**Macmillan Unit Charity Office: 01202 477628
General Enquires: enquiries@macmillanlocal.org**

**Fundraising Enquiries: fundraising@macmillanlocal.org
Fundraising Office: 0300 019 5461**

**Thank you for supporting
YOUR local hospice.**

**Make A Donation – Macmillan Caring Locally
www.macmillanlocal.org
Registered Charity No: 1189412**