



C OFFEE MORNING

You're holding a coffee morning! This is a great event for catching up with friends and raising funds to transform the lives of people overseas.

Choose a location and date

- The best venue is one with a small kitchen and enough room for a few chairs and tables.
- If you already have teas and coffees after Mass, the back of church or the parish hall could be perfect!
- In summer months, you could try holding your coffee morning outside, in a school playground or even someone's garden.

Ask for help

- Recruit a team of helpers to make drinks, bake, decorate your venue, collect and count the money with you, and clean up afterwards.
- Ask different people to bring cakes, treats and coffee, plus volunteers to run stalls.

Set a target

- Decide on prices for your drinks, treats and stalls that include a donation to CAFOD as well as covering your costs.
- Ask for prizes to be donated by your parish, school parents, or even local businesses so that you can hold a tombola or raffle as part of your event.
- Set up games tables for children - in return for a small donation they could take a lucky dip, or guess the teddy's name.
- If you have enough helpers, include a jumble sale, a bring and buy table or even a World Gifts stall!
- Order free collection envelopes from cafod.org.uk/shop so that donations to your event can include Gift Aid.



The coffee ceremony is a core part of Ethiopian culture. Despite terrible droughts affecting the country in recent years, families there keep this tradition alive and catch up with their friends and neighbours over coffee.

To find out more about our work supporting farmers and hungry families in Ethiopia, visit cafod.org.uk/Ethiopia

CAFOD
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Tel: 0303 303 3030
E-mail: events@cafod.org.uk
Website: cafod.org.uk/fundraisingkit

Promote your coffee morning

- Take a look at our online fundraising guide for tips on promoting your coffee morning through social media, and even the local press!
- You can also put up CAFOD posters, put a notice in your parish newsletter, and encourage people to bring along friends and family.

Make your event safe

- Ask any bakers to write down all the ingredients they used to make their treats so that you can answer any questions about allergies.
- Make sure all bakers know the food hygiene basics and check food.gov.uk to make sure you will be serving your coffees and cakes safely.
- Try to offer lactose-free milk and decaffeinated coffee or tea if you can!
- If you'd like more advice, or support with writing a risk assessment, check our fundraising pages online, or get in touch with your local volunteer centre at cafod.org.uk/UK.

Send in your money

- Pay in your funds online at cafod.org.uk/give, by phone on **0303 303 3030** or by post to the address below. Please remember that you can't claim gift aid when sending us funds from selling coffee and cake!
- Please include a brief note about how you raised your funds and ask for any extra thank you letters or posters as well.
- If you haven't already tweeted a photo of your coffee morning to [@CAFOD](https://twitter.com/CAFOD), email one to events@cafod.org.uk so we can see what you've been up to!

Classic coffee cake

Try this delicious coffee cake recipe, made using Fairtrade Ethiopian-grown coffee!

Ingredients

225g unsalted butter, 225g caster sugar, 4 free-range eggs, 50ml strong coffee, 225g self-raising flour, 75g walnuts. For the buttercream icing 125g unsalted butter, 200g icing sugar, 50ml strong coffee.

Method

Preheat the oven to 180C/350F/Gas 4.

In a bowl, beat the butter and sugar together until very light and pale.

Add the eggs one at a time to the butter and sugar mixture, beating well.

Add the coffee to the mixture and stir well.

Add the flour and walnuts and stir well to completely combine.

Spoon the cake mixture into two greased 20cm cake tins and bake for 25-30 mins

Combine the icing ingredients and use to top each cooled cake. Decorate with extra walnuts.