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.
**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, email one to events@cafod.org.uk so we can see what you’ve been up to!

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**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.