



NHS BIG TEA



Fundraising Guide

Your step-by-step guide to hosting a tea-fuelled fundraiser to support our beloved NHS.



'Par-tea' planning made simple

You've taken the first step and signed up to host a fun filled tea party to raise money for NHS staff, patients and volunteers, now what? Follow these simple steps and you'll have a tea-rific time.

1

Set up your JustGiving page

On the Big Tea Party page on our website, you will find a link to set up your own JustGiving page. Make sure you add a photo, and intro to explain what you're doing and why, and you can also set yourself a fundraising target!

2

Pick a date

We want to entire nation to be awash with tea on 5th July, in celebration of the NHS's 75th birthday. If the 5th doesn't work for you, select a date any time that week.

3

Invite your invi-teas!

On our website, you'll find helpful resources that you can put up in your local community to let people know what you are doing and when. If it's a private event then we recommend inviting people by email, WhatsApp or social media.

4

Share your page

Share your JustGiving page at your party so people can donate. We recommend creating a QR code that can direct people directly to your page.

Top Tea Tip

A game like 'guess the number of tea bags in the jar' is a great way to add an extra splash of fundraising to your tea party. Charge £2 per guess, and closest wins a prize of your choice. Download the game from our website!



5

Plan your fundraising games

We have a fundraising game that you can download from our website, or you could run a quiz, a raffle or guess the weight of the cake game... the options are endless!

6

Download your decorations

Set up your table-top decoration, which will tell your tea crew what their donation can do. Bunting and a teapot are also available to download on our website.

7

Stock up on tea

It's time to shop, bake and make. Sandwiches, scones, fruit and cake are all yummy tea-time treats, and of course, don't forget the tea!

8

Get your par-tea started!

Your tea tribe has arrived. Put the kettle on, pour the tea and turn your tea and cake into cash!

Top Tea Tip

Use your QR code that you generate at your tea party to easily collect donations. They'll take your tea buddies straight to your JustGiving page.

Top Tea Tip

Let your invi-teas know how much you raised with our downloadable thank you poster. It's also a good excuse to ask those who weren't able to join to give a donation.



Spill the tea! #NHSBigTea

Finally, we want everyone to see how much fun you had at your NHS Big Tea party. So, don't forget to tag us!



@Calderdale and Huddersfield NHS Charity



@CHFTCharity



@chft_nhs_charity



@Calderdale and Huddersfield NHS Charity

nhsbigtea.co.uk

After you've baked, brewed and poured, it's time to add up your fundraising and marvel at your achievement.

Paying in your fundraising

Online

The best way to collect donations is through your JustGiving page. All your tea-filled funds will be sent directly to us so you don't need to do anything else.

Cash

If it is possible, could you please bring your cash donations into our office at Huddersfield Royal Infirmary. If not you could simply pay the money into your bank account and then donate the amount to your JustGiving page.

Other

If you want to pay money directly into our bank account - please email us at chffundraising@cht.nhs.uk and we will send you our bank details.

Thank you, your cuppas will change lives

Some of the key projects we fund support NHS staff, the beating heart of our health service who often put their patients' needs above their own. The last few years have been particularly traumatic, with many staff feeling burnt-out, anxious and exhausted. With your help, we can be there for them when they need it most. Thank you.

Here's how your NHS Big Tea party could help:

£20

Could help pay for a one-to-one mental health counselling session.

£50

Could help provide training in peer-to-peer support, so everyone can be there for each other.

£150

Could help fund a sleep pod for NHS staff so they can rest after long shifts.

£500

Could go towards a wellbeing room, where wonderful NHS workers can recover.



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