

# FUNDRAISING IDEAS... HOW TO:

## Coffee Morning



*By fundraising for EEL you'll be contributing to...*

### The Employment of School Librarians in rural West Ethiopia.

The Christmas Big Give is an opportunity for every donation towards our librarian project to be match funded. We can double the money you raise which means a librarian can be sponsored for as little as £100. That's a whole year's income to support a family and a whole year of librarianship to support education.

### WHAT:

Invite friends and family to a real or a virtual coffee morning as a chance to socialise whilst raising money for EEL. You could even give your coffee morning a theme or encourage people to bring treats and snacks from different countries, or bring your favourite mug.

### NEEDED:

- Poster / Invite – we can provide template
- Email/text message invite to make coffee morning sound appealing!
- Shelter or cover if hosting outside
- Chairs and table or blankets / cushions
- Cups or mugs unless people are bringing their own / plates / napkins
- Cakes / biscuits / tea / coffee / milk / sugar
- Access to internet if hosting on Zoom or equivalent
- Exeter-Ethiopian Link Leaflets – we can provide

### HOW TO:

- Set a date and time. Decide whether to hold your coffee morning in your home, in the garden or virtually on Zoom
- If hosting a coffee morning on Zoom or equivalent, make sure everyone invited knows how to access it using the chosen platform.
- Shop for tea, coffee, milk, sugar, squash or soft drinks, and check you have enough mugs if inviting guests to your house or garden. Alternatively you could ask guests to bring a favourite cup or mug from home.
- Decide if you are going to have a theme.. for example an Ethiopian coffee morning with popcorn and information about Ethiopian coffee ceremonies (EEL can help with this!) You could make the theme one of fancy dress, or bring your favourite biscuits, sample coffees from different countries, try a coffee bag(?) etc. You could even prepare a quiz based on your particular theme.
- Create invite / poster and send out – email / social media / hard copies
- Decide on whether you will take donations and/or sell tickets for the coffee morning
- Thank people for attending and remind them of the impact their donations will have. When possible share with them the total raised