

How to... **run a bake sale** for Cats Protection



Pawsome Afternoon Tea

Whether it's a coffee morning, afternoon tea or a bake sale, a cuppa and a cake never goes out of fashion! You can bake a difference for cats your own way with our Pawsome Afternoon Tea.

We have lots of resources available to help you be the host with the most! From mouth-watering recipes to cake labels, bunting to party games – our free host pack has everything you need.

Visit our website at www.pawsometea.org to find out more or to request a Pawsome Tea pack.

Ideas and planning

- Pick a date and spread the word! You can download invitations from our website to send to friends and family, put up a poster in your workplace, or even create a Facebook event
- Decide whether to bake or buy. We've got plenty of recipes on our website to give you some inspiration for tasty treats to bake, but feel free to nip to the shops if you'd prefer
- Decorate your venue. Whether it's your home, office or classroom, add some bunting, pompoms and little extra touches to make it an afternoon tea party to remember!
- Make sure to prepare well in advance to give yourself plenty of time to set up on the day

Top tips

- Why not boost the kitty with some party games? Get your guests to donate a couple of quid to take part in some classic lawn games, or organise a treasure hunt for your younger guests
- If you're a keen baker, you could make a showstopper cake and raffle it off at your party, or ask your guests to guess the weight of the cake for the chance to win it!
- Remember the moggies! Take a look at our website for a video about how to bake some meaty biscuit treats for your cat. Pop them in individual bags and ask your cat-loving guests to donate and treat their own furry friends



- Order some handy Cats Protection resources, such as leaflets, bunting, table cloths, stickers, collection tins/buckets and other useful items. **Please order in advance and allow 28 days for delivery so you don't miss out**
- Consider setting up an online fundraising page so that your guests can easily donate if they can't make it on the day
- If you are planning a larger scale event you will need a risk assessment
- Take some photos or video to use in your posters and social media posts next time
- Use social media to share updates, photos and totals on the day and after the event to help spread the word as widely as you can



Supporter story

Eileen held an Easter Saturday Pawsome Afternoon Tea party in her garden and raised £278 for Cats Protection's Newbury Adoption Centre.

Eileen said: "My top tips would be to prepare well in advance, take up offers of help and don't be shy to ask for donations for raffle prizes. I sent letters to local businesses and had a really great response.

"We were really lucky with the weather for our party as our guests were able to enjoy tea and cakes out in the sun and take part in Easter games like 'hook a duck' and 'guess the number of Mini Eggs'.

"Our four cats have given us so much joy, I will definitely continue to help other cats who are less fortunate."



Things to remember

Before the day

- **Prepare a float** with a variety of coins and notes, or set up an online fundraising page in case your guests have forgotten their cash
- Make sure you'll have **enough sweet treats** for all your guests. Ask your friends and family to bring a few bakes, or there's no harm in buying some too
- Get your **posters and decorations** ready so that there's no mistaking where to find the party on the day!

On the day

- Ensure to **label the food** so that your guests are aware of any potential allergens
- Let people know where the **toilet facilities** are
- Ensure you have a volunteer to **take care of the donations** while you are busy hosting

Health and safety

We want everyone to have a great time at your afternoon tea, so here are some tips to keep everyone on feline-fine form.

Make sure you know what the food you're offering contains, label foods which contain any allergens and ensure your guests tell you if they have any allergies. It is highly unlikely, but if one of your guests does have a reaction then call 999 immediately. For more information visit www.food.gov.uk

Please contact our Fundraising team for support or advice – we're here to help.

Please be aware that you are organising your event in support of Cats Protection and it is your responsibility to make it safe and legal. Cats Protection cannot accept any liability.

Key details

Name of event	
Date and time of event	
Venue - address and contact details	



Further reading

Take a look at our **Fundraising Guide** for information and advice about the following areas:

- **Page 8** – Keeping your fundraising legal
- **Page 10** – Marketing and promotion of your event
- **Page 12** – ‘On the day’ packing list and rota templates
- **Page 13** – How to order Cats Protection resources
- **Page 15** – How to pay in the funds you have raised
- **Page 20-21** – Fundraising ideas

Send in your donations

After your event is complete and you’ve had the opportunity to count up the money raised, don’t forget to send it in!

And finally – thank you, you did it!

Thank your friends and supporters and let them know how much you have raised! Now – have a well-earned rest.

Contact details

E: fundraising@cats.org.uk

T: 01825 741 980

W: www.fundraisingresources.cats.org.uk