



How to:

RUN A MORNING TEA FUNDRAISER!



Run a morning tea fundraiser!

A morning tea with guests can be a great way to raise funds while connecting with your community.

- 1 Book your morning tea.** To get started, select a suitable date, time, and venue. Consider the availability of who you want to invite – you could host it over the weekend with friends and family or during a weekday with colleagues. Decide how you would like to run the event – will this be outdoors like a picnic or inside?

Top tip: Make it more fun and exciting with a theme or plan it on a significant day, such as World Red Cross Red Crescent Day on 8 May, World Refugee Day on 20 June or National Volunteer Week in June.

- 2 Invite guests.** You can invite friends, whānau, colleagues, and anyone who may be interested. Track the number of confirmed attendees and dietary requirements. Let attendees know that this event is a koha | donation entry and what the event's purpose is.

- 3 Organise your supplies and equipment.** Find a handy checklist of all the equipment you may need below. You may like to ask your local supermarket or local supplier such as a cafe if they will donate food for your fundraiser using the email template below, by giving them a call or by popping in. A workplace may even be keen to sponsor your morning tea, you will just need to ask.



- 4 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules below and follow safe hygiene practices.
- 5 Email your attendees.** Once you have confirmed your RSVPs, a week before the event, contact those who are coming. Remind them that the event is a koha | donation entry, and you are raising funds for New Zealand Red Cross. Any other essential information you can provide would be helpful, such as if the event is themed or if they would need to dress up.
- 6 Set up.** Once you have the food, venue and guest list sorted out, it is time to launch the event. Set up and decorate your venue, greet people as they arrive, collect donations, and have fun!
- 7 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful morning tea fundraiser.

Equipment:

- Tongs x 2
- Tablecloth
- Cutlery
- Table/s
- Chairs or picnic rugs if hosted outside
- A few serving platters
- Decorations
- Red Cross posters/ information pamphlets
- Variety of food items
- Donation container/box or anything to hold money in with a lid

Ministry for Primary Industries fundraising food health and safety ¹

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: INVITING ATTENDEES - FORMAL

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello *[Name]*,

My name is *[Name]*. We are hosting a charity morning tea fundraiser to raise vital funds for New Zealand Red Cross on *[Date]* at *[Location]* and would like to invite you to attend. *[There will be a theme, and we would like you to dress up....]*

All you would need to do is:

- Bring a donation
- Spread the word to your friends, family, and colleagues
- Let us know if you have any dietary restrictions

Please RSVP to this invitation by replying to this email and we will put you on our event attendees list. Please let us know by *[Date]* if you would like to come. We look forward to seeing you at our morning tea. 😊

[Sign off]

Send 🗑️ ▼

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EMAIL TEMPLATE 1: INVITING ATTENDEES - INFORMAL

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello *[Name]*,

I hope you have been well. I am emailing you to invite you to the charity morning tea fundraiser I am hosting to raise vital funds for New Zealand Red Cross.

The fundraiser will take place on *[Date]* at *[Location]* and we would be incredibly happy to have you attend. *[There will be a theme, and we would like you to dress up....]*

All you would need to do is:

- Bring a donation
- Spread the word to your friends, family, and colleagues
- Let us know if you have any dietary restrictions

Please RSVP to this invitation by replying to this email and we will put you on our event attendees list. Please let us know by *[Date]* if you would like to come. We look forward to seeing you at our morning tea. 😊

[Sign off]

Send 🗑️ ▼

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EMAIL TEMPLATE 2: ASKING FOR FOOD DONATIONS

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello **[Name]**,

My name is **[Your name]**. I am writing to ask if **[organisation name]** would consider donating food for our fundraiser on **[date]**. We are hosting a charity morning tea fundraiser to raise vital funds for New Zealand Red Cross.

The money we raise from our morning tea will go towards:

- Training and equipping our Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency.
- Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
- Deploying our highly skilled International Delegates to work in areas of conflict and emergency around the world.
- Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

Thank you for your consideration and looking forward to hearing from you.

[Sign off]

Send 🗑️ ▼

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SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.

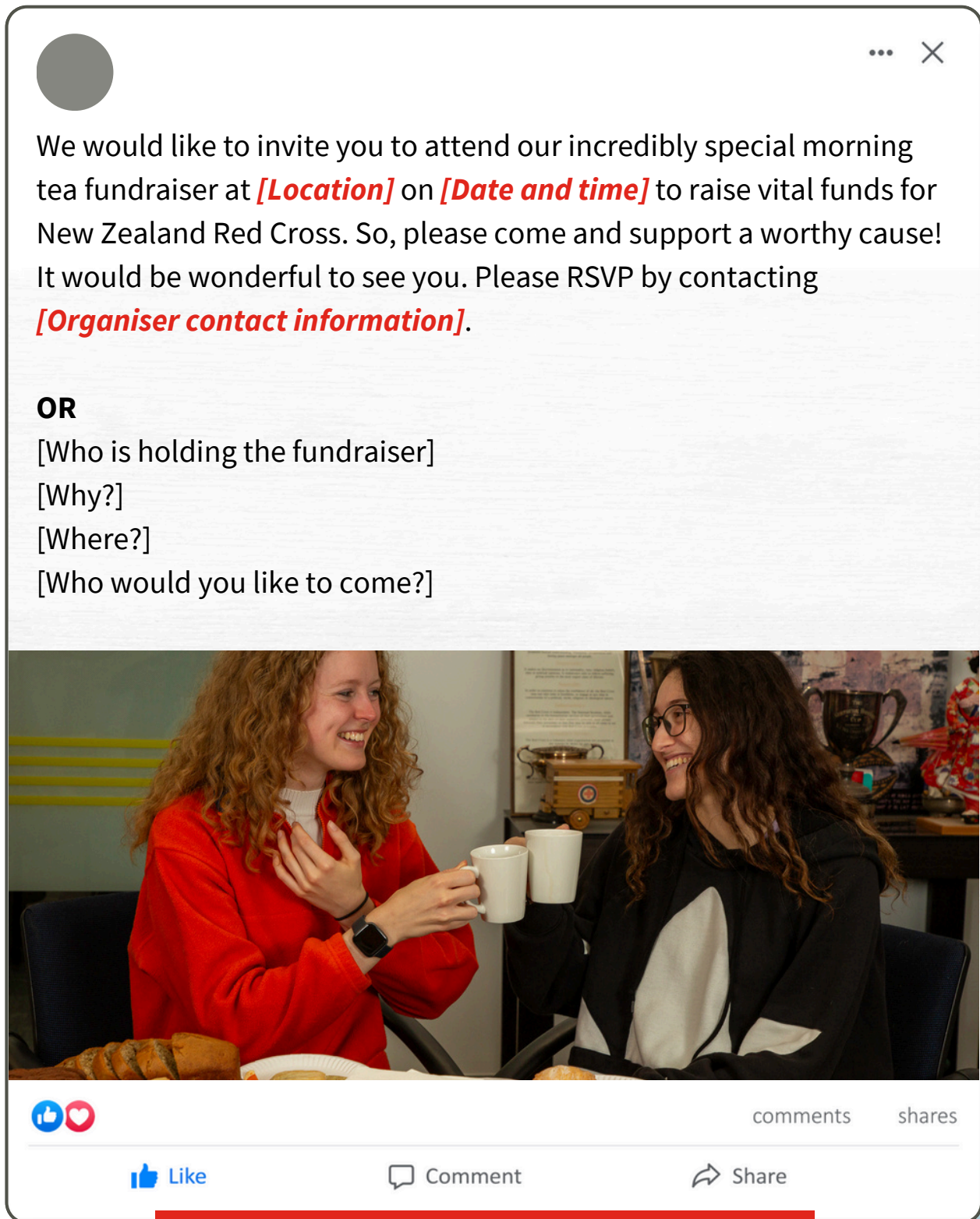
We would like to invite you to attend our incredibly special morning tea fundraiser at **[Location]** on **[Date and time]**. We would love a chance to connect with our community and raise vital funds for those most vulnerable. The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates to provide vital support in emergencies and disasters. So, please come and support a worthy cause! It would be wonderful to see you. Please RSVP by contacting **[Organiser contact information]**.

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SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



We would like to invite you to attend our incredibly special morning tea fundraiser at **[Location]** on **[Date and time]** to raise vital funds for New Zealand Red Cross. So, please come and support a worthy cause! It would be wonderful to see you. Please RSVP by contacting **[Organiser contact information]**.

OR

[Who is holding the fundraiser]
[Why?]
[Where?]
[Who would you like to come?]

Like Comment Share

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MORNING TEA HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls³
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling⁴
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work⁵
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events⁶

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.** ⁷
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances** ⁸ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



MORNING TEA FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates²

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All proceeds go to New Zealand Red Cross

in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.mpi.govt.nz/food-business/starting-a-food-business/exemptions-from-the-food-act/fundraising-and-community-event-food-safety-rules/>
- 2 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 3 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 4 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 7 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 8 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>