

MORNING TEA GUIDE



BEFORE YOUR EVENT

- **Pick your date:** host your Morning Tea anytime during our Easter Campaign from February to April.
 - **Find a venue:** whether it's your office kitchen, a meeting room or your home, find a suitable space.
 - **Creative planning:** think of way to maximise your fundraiser's impact and raise substantial funds.
 - **Invitations:** send out invites three weeks in advance. Consider using a calendar invite for the office or creating a Facebook event for friends and colleagues.
 - **Community collaboration:** explore potential support from local businesses such as supermarkets or bakeries for delicious goodies. Don't hesitate to ask and let them know its for a charity fundraiser.
 - **Spread the word:** download and print our posters to increase engagement and boost fundraising efforts.
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DURING YOUR EVENT

- **Inspire:** share insight about the Rev. Bill Crews Foundation and our Easter campaign.
 - **Fundraising:** spice up the event with activities and competitions such as 'guess the weight of the cake' or a friendly bake off and encourage participants to vote for their favourite with a a gold coin donation.
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AFTER YOUR EVENT

- **Banking:** post event, calculate the total amount raised. Please transfer funds via direct deposit into our account. Details are provided below:
Bank: Uniting Financial Services (UFS)
BSB: 634 634
Account Number: 100 037 634
- To ensure we can acknowledge your generous contribution, kindly email us your details, including the date and total amount of the deposit, to fundraising@billcrew.org. Every donation, regardless of size, plays a crucial role in making a positive impact.

TOP TIPS

- **Food and drink:** as you're likely to be selling cakes it's essential to label everything for allergies.
 - Download our free recipe guide.
 - **Social media:** spread the word about the event on your social media platforms, and keep us informed about your fundraising initiatives. We'd be delighted to share your stories. Remember to tag us in your posts so we can track your efforts and convey our appreciation!
 - **Support:** if you have any queries please feel free to contact us via email: fundraising@billcrews.org or phone: 02 8752 4670. Thank you for your support!
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FOR ANYONE WISHING TO MAKE AN
INDIVIDUAL DONATION FOR RECEIPT
PURPOSES, SIMPLY SCAN THE QR CODE
OR VISIT OUR WEBSITE
WWW.BILLCREWS.ORG/DONATE



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