YOUR WORKPLACE GUIDE

The recipe for a successful Care for a Cuppa is simple. As with most recipes, this is only a guide. Be creative and follow your own instincts.

INGREDIENTS:
• Your colleagues – As many as possible
• A location – As accessible as you can manage
• Information about caring –
  A good handful of leaflets and a bit of caring knowledge
• Cakes and tea – A veritable feastful
• A collection box – Ready to rattle

METHOD:

**Sort the essentials**
- Ask if you could hold it in your work canteen, a meeting room, or even go desk to desk with a trolley.

**Set your budget**
- Is there a budget in your office for charitable activities?

**Call in the favours**
- Ask colleagues and friends to help; whether it's to bake some cakes, make the tea or help to spread the word.
- You could also speak to your company's suppliers or local businesses and see if they will donate refreshments in aid of your event or even make a donation.

**Spread the word**
- We've posters that you can stick up on noticeboards (carersuk.org/cuppa), we can also provide images for your intranet, messaging services and social media posts, to help you to tell all your colleagues.

**Raise some money!**
- Sell the cakes in return for a small donation (this can be put in the Carers UK collection boxes that we can send you)
- Ask for a small donation in return for a cup of tea
- Hold a raffle – ask local businesses to donate a prize and sell raffle tickets on the day
- Play games – ask for a small donation to play, eg guess how many sweets in a jar
- Will your company match your total fundraising?

**Talk about caring!**
- We can send some leaflets that talk about who Carers UK are and what we do.

For all the boring (but important!) legal stuff, visit: carersuk.org/safe-and-legal
Paul’s Story

How was hosting the event?
I was a bit nervous before the start of the event as I’d never organised an event like this before and was anxious that I wouldn’t get volunteers to make cakes etc. but I didn’t need to worried as so many of my colleagues donated amazing cakes for the event. The event was great fun, lasting a couple of hours, capturing that ‘two hours into the working day’ hunger and the need to comfort eat. Myself and my colleague had great fun explaining all the different cakes and persuading everyone to over-indulge. I was truly amazed and humbled by the donations received, raising £220 which my company was kind enough to match.

Any tips for doing it in the workplace?
- Try to give as much notice as possible to your colleagues to ensure you get volunteers to make cakes and help with the stall.
- Spread the word about how important the CarersUK is so that even the most “cake-averse” person feels inspired to donate and get stuck into the cakes.
- Have some change ready as a lot of people carry notes only.
- Make sure you have sufficient paper plates/napkins and a good knife to cut all the cakes with and be sure to know what each cake is.
- Shop-bought cakes aren’t very popular. People want to enjoy homemade.
- Try and have a vegan and gluten free cake(s)
- Be cheeky and have lots of fun.

The highlight of hosting the event for me was a colleague who cares for her mother-in-law was made more aware of the support that could be provided for her and her husband and that had arranged for somebody to come and speak to them. She told me it will change theirs and her mother-in-law’s life. This made the event so worthwhile and rewarding. I look forward to hosting an event in 2020.