



PSP/
TEA
PARTY
PACK

FUNDRAISING STARTS
HERE

WELCOME TO

#TEAMPSPA

Thank you for choosing to hold a Tea Party or Bake Sale to support our work;

- supporting individuals and families living with PSP & CBD
- educating health and social care professionals aiding earlier diagnosis and better care
- advancing research into treatments that can stop the progression of PSP & CBD in its tracks.

We know organising an event and raising awareness of PSP & CBD takes a lot of time and effort.

That's why we've created this Tea Party Pack guide to help give you the inspiration, tips and information you need to make your fundraising easy, and more importantly, a success.

The pack includes 'DIY' bunting, recipe cards and cake labels.

If you need any additional items, including cake toppers, flags or balloons, or would like to chat through any ideas, you can contact us on 01327 322 414 or email fundraising@pspassociation.org.uk

GOOD LUCK!

#TeamPSPA Fundraising Team

www.pspassociation.org.uk

RAISING THE DOUGH!

How to use your Tea Party Pack:

HOLD A BAKE SALE:

- Set up a table full of delicious home-made or shop bought goodies and ask for a donation per bake. Perhaps you could encourage more sales with special offers, or add an option of tea and coffee to go with their treats.
- Ask friends and family to help make or buy some of the treats; so, there is a wide variety to appeal to all tastes.

HAVE A BAKE-OFF COMPETITION:

- Ask for a donation per cake entry, and then rate the best. Have several categories, to encourage more entrants.
- Get a prize donated from your work place or a local business, to make everybody want to join in the fun.
- Think about who could judge the cakes. Will you have a panel, or an individual? Do you know anyone within the community that would help to increase participation if they were involved?

MAKE IT A SOCIAL EVENT:

- Use your Tea Party Pack to create a social gathering for all your friends. Invite everyone for tea and cakes, and ask for a donation from everyone who attends.
- Perhaps you could sell friends your secret recipes, or teach them how to make it, for additional donations.
- Introduce some games to increase the fun. Download our 'place the PSPA cake topper on the cake' poster or hold a quiz or play bingo, whilst everybody is enjoying the homemade treats.





IT'S NOT JUST ABOUT THE FOOD:

- Some **#TeamPSPA** hosts hold book, craft, jewellery or bric-a-brac stalls alongside their Tea Party.
- Boost donations by adding a raffle or tombola. See if local businesses or friends can donate some fabulous prizes.
- Have our donation envelopes available, in case anybody wants to offer additional donations.

REMEMBER TO SAY 'THANK YOU'

After the event, let everybody know how much they have helped you to raise for PSPA.

This can be with a text message or email. Alternatively, we can send you a thank you letter for you to display for all to see.

DON'T FORGET

There are rules and regulations relating to fundraising and adherence to, these guidelines should make for a safe and legal event.

Raffle: You will need a special license if you draw the winners on a different day from when tickets were sold.

Events: Your event might need insurance. Check with your venue first – their cover could include your event. If not, get in touch with us to see if we can help.

Health and Safety: Covers all aspects of your event and look out for potential dangers and what can be done to minimise risks. Make sure you have checked you adhere to the relevant hygiene regulations and have a license to serve alcohol.

We recommend you take a few minutes to visit the Food Standards Agency website at www.food.gov.uk for practical advice. Also, provide a list of ingredients for each of the bakes for people with allergies. You can use the cake tags available in this pack.

A RECIPE FOR SUCCESS

STEP 1: CHOOSE THE VENUE

- Set your cake sale up somewhere where people can find you easily. Is there access for wheelchairs, so that all of **#TeamPSPA** can take part?
- Are you able to host your event in a venue that already has a large audience of people? For example, at your children's school or your place of work.
- If you are hiring a venue, will they offer you the space for free or at a discounted rate for charities, so you can increase your donations?

STEP 2: CHOOSE THE DATE AND TIME

- Think about timings more people are likely to be around. For example, if you are hosting at work, would a weekday lunchtime work best? Have you considered which days most people are in the office? If you are hosting at a school, would it be best to start selling when the last bell of the day rings, so you can catch all the parents in the playground?



STEP 3: ASK FOR HELP

Fundraising is always more fun when friends and family get involved. Team up with as many people as you can to lighten the load, and spread the fun.



STEP 4: CAUSE A STIR

- Tell everyone you know about your event; using your Facebook or Twitter profile and using the handy invitations included.
- Complete the Tea Party poster (available on our website) with all the details, and put them up for all to see.
- Don't forget to let us know, and tag us in your social media posts, so we can share your fundraising updates too!
- Check to see if the venue that you are using has their own newsletter or social media sites, and see if you can advertise using these.

STEP 5: TAKE AWAY

- Have containers, napkins or food bags available, in case anybody wants to take cakes away.

MOPPING UP

One of the best parts of any fundraising event is counting the donations and declaring the grand total.

WAYS TO PAY IN YOUR DONATIONS:

- Call us on **01327 322 414** to pay using a credit or debit card.
- Post a cheque (made out to PSPA) using the enclosed donation envelope, and returning to Margaret Powell House, 415a Midsummer Boulevard, Milton Keynes, MK9 3BN.
- Pay by bank transfer. Call **01327 322 414** for our bank details.
- Set up an online fundraising page (i.e. Just Giving, Much Loved or Virgin money Giving) and your fundraising total will come to us automatically.
- Set up a Strikeback Fund, if you are holding several fundraising events, so you can keep a check on your fundraising totals online, and allow others to donate too.

Remember to leave your name as reference when paying in funds, so that we know that it is from you.



PAYING IN

To return the money you have raised please complete this form (in block capitals) and send to: **FREEPOST PSPA**

Title: _____ Forename: _____ Surname: _____

Address: _____

Postcode: _____ Telephone/Mobile: _____

Date of birth (if under 18): _____

Signature of Parent/Guardian if fundraiser is under 18: _____

Type of event: _____ Offline Donations £ _____

Date of event: _____ Online Donations £ _____

Total £ _____

WAYS TO PAY IN YOUR MONEY Select one of the following ways to send the money you have raised
(Please don't send cash in the post)

☐ **ONLINE FUNDRAISING PAGE**

☐ Justgiving £ _____

☐ Virgin Money Giving £ _____

☐ Other online page (please specify) £ _____

☐ **CHEQUE** (Payable to PSPA enclosed) £ _____

☐ **BANK TRANSFER** £ _____

(Please call 01327 322410 for our bank details and a reference number)

☐ **DEBIT/CREDIT CARD** £ _____

(If paying by card, please give your details below)

☐ MasterCard ☐ Visa ☐ Visa Debit

Card No:

Expiry Date /

Issue No

Security Number

(Last three digits on signature strip)

Name on Card: _____

Signature: _____ Today's Date: _____

Make your sponsorship go further

Don't forget to send us your sponsorship form so that we can claim an extra 25% on your qualifying Gift Aid sponsorship money.

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☐ I am a UK taxpayer and I want all donations that I have made to PSPA in the last 4 years and future donations to be Gift Aid donations until I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

**Please notify PSPA if you: want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.*

Communications preferences

- ☐ I would like my donation acknowledged
- ☐ I would like my donation to be anonymous

We greatly appreciate your support and would like to keep in contact with you about our news, fundraising activities, volunteering and appeals.

Please complete the information below, it only takes a minute to say yes and you can always withdraw your consent to be contacted at any time by emailing info@pspassociation.org.uk or calling 01327 322410.

- ☐ Please send me future updates, news and information about PSPA

Please select all the ways you would like to be contacted below:

- ☐ Email
- ☐ Post
- ☐ Phone
- ☐ I don't want any further contact from PSPA.

PSPA will use your personal information only for the purposes for which you have given us consent. We will keep your data confidential and safe, and will never swap or sell it. You can see our privacy statement at <https://pspassociation.org.uk/home/privacy-policy> which explains how we collect, store, manage and use your personal information

RECIPES

LEMON AND POPPY SEED CUPAKES

Ingredients

225g self-raising flour
175g golden caster sugar
Zest of 2 lemons
1 tbsp poppy seeds, toasted
3 eggs
100g natural yogurt
175g butter, melted & cooled

For the Icing

225g butter, softened
400g icing sugar, sifted
Juice of 1 lemon
A few drops of food colouring

To decorate

Icing flowers, sprinkles or PSPA cupcake topper



Method

Heat oven to 180c fan and line a 12-hole muffin tin with cases.

Mix the flour, sugar, lemon zest & poppy seeds together in a large mixing bowl. Beat the eggs into the yoghurt, then tip into the dry ingredients with the melted butter.

Mix until smooth, then divide between the cases. Bake for 20-22 minutes - until cooked through (the cakes will be quite pale on top). Cool for 5 minutes in the tin, and then carefully lift onto a wire rack.

For the icing

Beat the butter in a large bowl, until soft. Then gradually beat in the icing sugar and lemon juice. Stir in the food colouring until the desired colour. Spoon the icing into a piping bag with a large star nozzle.

Ice one cake at a time, then add decoration.

Take photos and share on social media, using #TeamPSPA

SIMPLE 'PSPA' ICED

BISCUITS

Method

Heat oven to 180c fan.

In a bowl, whisk the butter until soft & creamy. Beat in the sugar, then the egg, vanilla and finally, the flour to make the dough. TIP: If the dough feels sticky, add a little more flour and knead it in.

Cut the dough into six pieces and roll out one at a time, on a floured surface, to about 5mm thickness. Cut to the preferred shape, and peel away left over dough at edges. Re-roll any off-cuts and repeat.

Transfer the biscuits to two baking sheets and bake for 7-10 minutes or until the edges are just brown. Leave to cool completely. Repeat with the rest of the dough.

Ingredients

200g butter, softened
200g golden caster sugar
1 large egg
½ tsp vanilla extract
400g plain flour,

To decorate

Fondant icing sugar
A little water
Purple or orange food colouring
PSPA cupcake topper

To Ice:

Sift the icing sugar into a bowl and slowly add water until you have icing with a stiff consistency.

Spoon the icing into a piping bag and pipe a thin outline around the edge of the biscuits (to create a wall). Dry for 10 minutes.

Make a second batch of icing (it should be runnier than the first). Colour. Pipe within the icing wall, using a zig zag motion. A cocktail stick can be used to spread icing into the gaps. Add a PSPA cupcake topper.


Take photos and share on social media, using #TeamPSPA

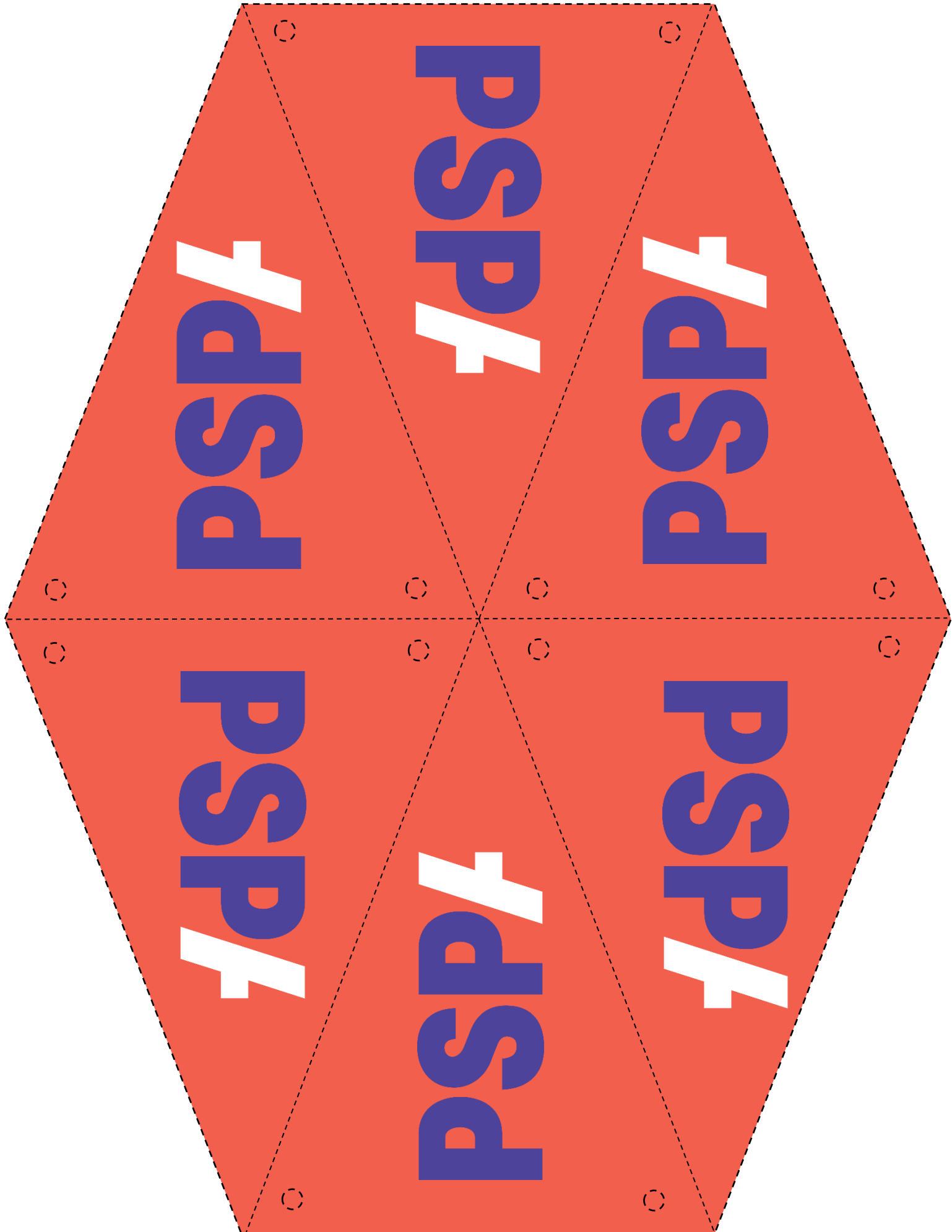
CAKE LABELS

- Cut along the dotted lines
- Fold along the solid lines
- Fill in the white box with cake type (and maybe the price)
- Pop next to the cake being sold
- Sell all the cakes to hungry donors


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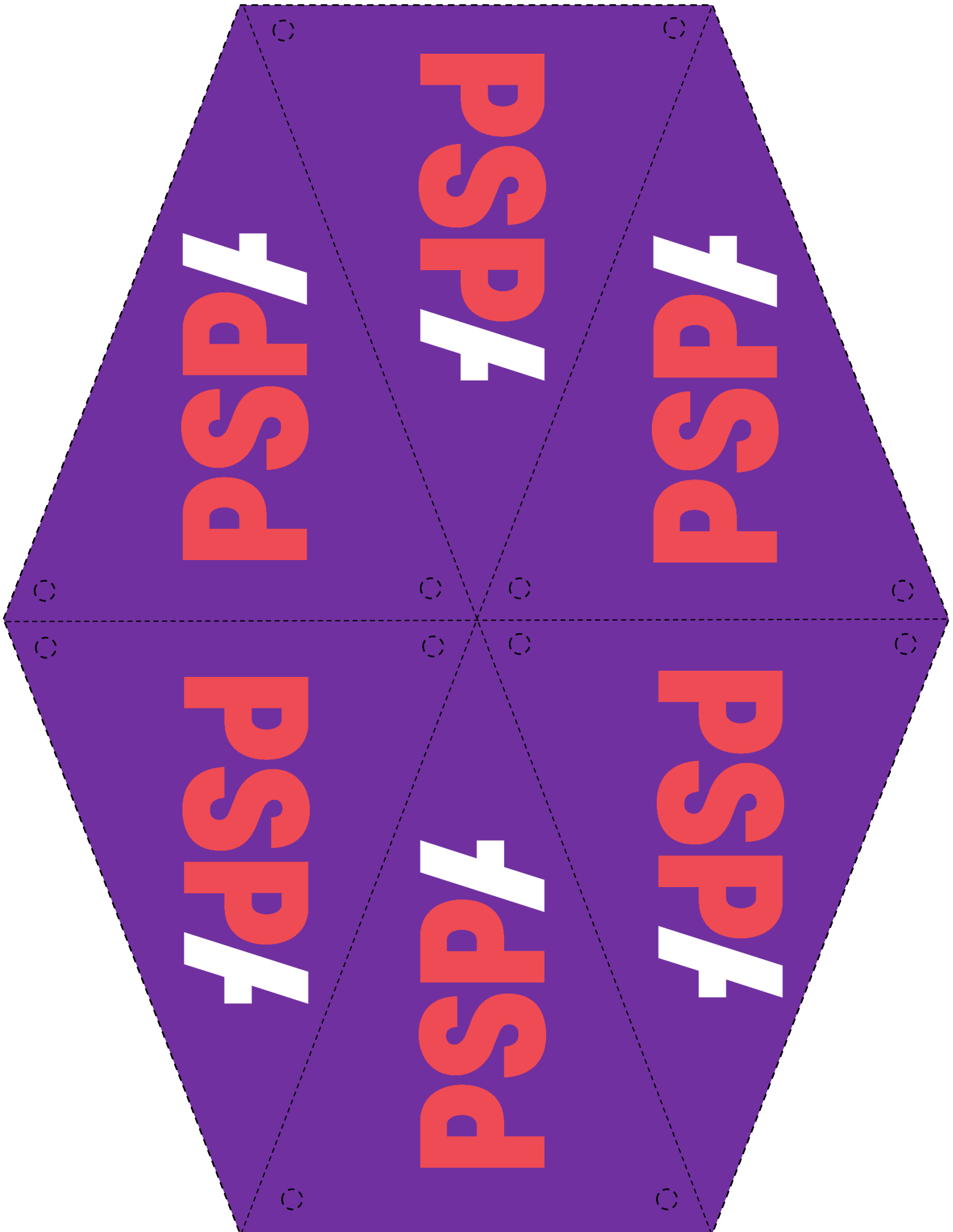
MAKE AT HOME BUNTING

Cut out the triangles,
Punch holes where marked 
Thread together with ribbon or string



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Cut out the triangles,
Punch holes where marked 
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