



Learning
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Your Hftea Time Checklist

Before the party

- ☐ Firstly, set up your JustGiving page for online donations.
(The second page of this document explains how to do this).
- ☐ Download all of your fundraising materials.
- ☐ Choose a date in December and tell everyone about your tea party.
Make sure to use the A4 posters you've downloaded to advertise it!
- ☐ Decide what to bake.

During the party

- ☐ Pop the kettle on.
- ☐ Display all of your lovely festive bakes.
- ☐ Display your JustGiving page for donations,
you can also provide a collection box.
- ☐ Celebrate the festive period!

After the party

- ☐ Thank everyone who donated.
- ☐ Share your photos **#HfteaTime**
- ☐ Send in your donations to **Supporter Care, 5/6 Brook Office Park,
Folly Brook Road, Emersons Green, Bristol, BS16 7FL** so they can be
processed in line with the Fundraising Code of Practice.
- ☐ Be super proud of hosting your festive Hftea party!

If you have any questions, please
don't hesitate to give us a call on:

 **0117 906 1699** or email

 **hello@hft.org.uk**



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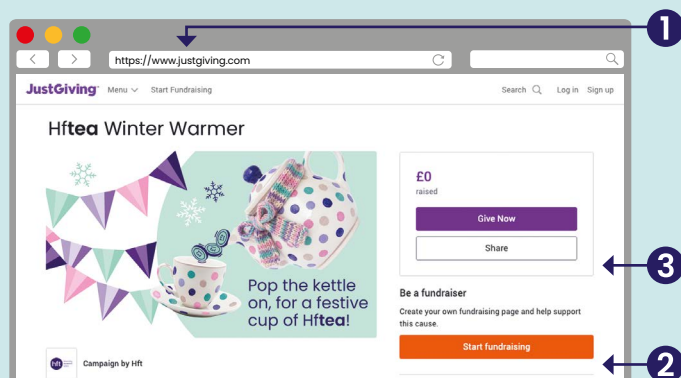
Hftea online fundraising

Having your own personal fundraising page allows you to concentrate on your Christmas 1.5 challenge fundraising event, while collecting money and Gift Aid declarations are taken care of automatically. Not to mention it's a simple way to reach dozens, hundreds or even thousands of people! It gives them a secure way to sponsor you using their Credit or Debit card, wherever they are in the world.

Hft's preferred online giving site is JustGiving as it's easy to set up and offers helpful tools to make sure your fundraising is as successful as possible.

How to create your perfect JustGiving page:

- 1 Visit: www.justgiving.com
- 2 Click on 'fundraise for us' button in the top right hand corner and follow the instructions to create your own page
- 3 Once created, share, share, share!



Top tips for creating the perfect page:

1. Upload a photo: They say a picture tells a thousand words so uploading lots of photos is one of the easiest and most effective ways of personalising your page. When your supporters first visit your page, greet them with a picture of yourself.



2. Set a target: We've set your target to £150, this is a great way of motivating yourself, but it's also great for encouraging your supporters to donate. Letting them know that they are getting you ever closer to your goal may just encourage them to give that little bit more.



3. Tell Your Story: Fundraising is a story so use your JustGiving page to tell people why you are supporting Hft and what it means to you.



4. Email: Add your JustGiving link to your email signature so your friends, family and work colleagues can click straight through and donate as soon as they receive an email from you.



5. Social Media: Social Media is an absolute gem for fundraising, helping you reach out to a huge community. So share, share, share your JustGiving link on all of your social media channels!



6. Say Thank You! Saying thank you is super important and there is plenty of ways you can say thank you to your supporters and acknowledge how their support has made an incredible difference. You can update the story on your page, send emails out to your donors, or even a post on your social media.

