

The *NAPA* guide to fundraising

Get involved



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Unilever
Food
Solutions

Support. Inspire. Progress.

Thank you for helping NAPA

Thank you for taking the first steps towards helping NAPA.
We're so pleased to have you on board!

This fundraising pack will tell you more about NAPA and the work we do.

We hope you find everything you need in this fundraising pack. The pack has been sponsored by Unilever Food Solutions and together we have developed lots of ideas, tips and tricks for you to put on a really great fundraiser and smash your fundraising target.

If you have any questions, or if you need any additional information or advice then the NAPA Team are just a phone call away.

NAPA is a National charity, we support the Health, Housing and Social Care Sector to prioritise the well-being of the people they support through the promotion of activities, arts and engagement. We appreciate every donation and we thank you for choosing to support NAPA.

We hope you will be inspired, have a look through and get planning for your NAPA fundraiser. Why not join our community of fundraisers on Facebook and follow us on Twitter? If you are posting about your event online, please use the hashtag #NAPAFundraiser. We cannot wait to hear about what brilliant things you get up to and we hope you enjoy your experience of fundraising for NAPA.

Good luck!



Hilary

+ **Hilary Woodhead**
Executive Director



Gianna

+ **Gianna Burns**
Communications and Fundraising Manager

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Oliver & Erika



Oliver

+ **Oliver Thomas**
NAPA Chairman

NAPA is a nationally known organisation in the care sector in the UK that aims to bring love, life, and laughter into every care setting and to everyone involved, whether they might be giving or receiving care. We provide training and expertise, help and advice and we aim to make sure that the provision of activities is constantly at the forefront of everyone's mind.

We are a small and very efficient charity that consistently punches above its weight in our field. We rely on our membership for our funding and on those who are generous and kind enough to support us through their fundraising efforts. Every donation, however large or small, contributes to the work that we do, helping the frailest in our society live lives of fulfilment. We would like to thank Unilever Food Solutions for sponsoring our fundraising materials. We are eternally grateful to everyone who helps us by offering support and raising funds to enable NAPA's work.

If you would like to raise money for us, thank you for your support and for thinking of us; If you have already raised money for us, thank you so much for all your hard work and please be assured that your money will directly help to make the lives of the frailest people in our society better



Erika

+ **Erika Burany**
Operator Marketing Manager -
Elderly Care

At Unilever Food Solutions we believe that prioritising wellbeing is essential. Our partnership with NAPA enables us to develop creative resources that enable meaningful engagement for those living in care homes. It is our pleasure to support NAPA's work and to sponsor this fundraising pack. We hope you enjoy fundraising for NAPA and look forward to hearing how you get on.

To find out more about Unilever Food Solutions and our This is Home support programme [click here](#).

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Support. Inspire. Progress.

FUNDRAISING



It's gotta be talked about!

Would you like to fundraise on behalf of **NAPA**

Support us to continue our work – use your own fundraising ideas or check out our **'Idea A-Z'** for inspiration.

However, if you choose to fundraise for NAPA, we're here to support you every step of the way!

By fundraising for NAPA you will help us get closer to our goal: that every setting is able to prioritise the well-being of people with care and support needs; through access to activities, arts and engagement.

Not sure where to begin?

Get in touch with the friendly NAPA team. We would be delighted to hear from you – [email us](#).

We are here to support you and can provide downloadable materials like editable posters and templates.

If you are under 18, a parent or guardian will need to get in touch on your behalf.

Please stay safe and always follow the current COVID-19 Government guidelines. [Click here](#)

NAPA's Fundraising Tips



Know about NAPA:

When you fundraise for NAPA, it helps to know a little about the work we do, as you may be asked questions from people interested in supporting you. You should know that NAPA support the care sector to prioritise the well-being of people with care and support needs, through the provision of activities, arts and engagement. We currently support approximately 3,000 care homes in the UK. The money that you raise will help fund The NAPA Helpline – A FREE support service for care and activity teams and family carers, offering information, advice, and resources to support engagement. For more information visit www.napa-activities.co.uk

Decide what you would like to do:

To make your fundraising count, the first thing you need is a great idea! If you don't already have one, think about what you enjoy doing, how much time you can dedicate to organising your event, how much money you want to raise, and what will interest your audience, this will make your fundraising more fun and enjoyable

Choose a date:

When planning your event ask yourself when does your idea work best? An evening or weekend, at the end of the month after pay day? Make sure you check diaries before you put on your event to ensure your date and time doesn't clash with anything

Choose a venue:

Where is the best place to hold your event? If you need to book a venue, what size does it need to be? Can people get there by public transport or do you need to arrange parking? Use your contacts and networks to find the best possible venue

Decide on your audience:

Who your is event audience? Try to involve everyone you know – your friends, your family your work colleagues. You can then estimate the number of people who will get involved and how much money you can expect to raise.

Set a target:

A fundraising target can seem a little scary but with a positive attitude, bit of planning and by organising, the money will start coming in! A target can help motivate you and encourage your friends and family to donate – Events with a target raise 46% more, be brave and tell the world what you are aiming for – BUT whatever you raise will make a difference!



Take the time you need:

Give yourself plenty of time! Fundraising can take longer than we expect. Choose your date, time and location. Set a budget and think about how you will incorporate the 'fundraising' element; are you selling tickets? asking for donations? Will you be creating your own posters and flyers? – [email us](mailto:info@napa-activities.co.uk), and we can send you the NAPA fundraising logo and some templates for posters etc

Share, Share, Share

Create a buzz about what you are planning. If your fundraiser is open to the public then make sure the wider community knows it is happening and when. Tell your friends and family and ask them to tell their friends and family.

Social media:

Your social media pages such as Facebook, Twitter, Instagram, LinkedIn – are ideal for publicising your event and sharing updates and photos with friends. Set up a Facebook event and invite all your contacts. You can also link to the NAPA pages too. Follow us on twitter and Instagram and 'like' us on Facebook. And don't forget to let us know what you're doing.

More NAPA Fundraising Tips

Press:

Contact your local newspaper/radio station. Write a press release and send it to the news desk of your local paper or radio, include key information such as detail about your planned fundraising activity and target. Include some fun photos and link to our [website](#). If you are writing a press release – aim for 25-30 words per paragraph and no more than two pages, write in the third person, make sure you include the who, what, where, when and why, include your contact details. Share the details with us and NAPA will share on our social media platforms too.

NAPA is a Charity:

It is good practice to use our charity number on anything you produce on our behalf: NAPA is a registered charity in England and Wales No. 1070674 and in Scotland No. 038991.



Say thank you!

Please do not forget to thank everyone who sponsors you. If someone makes a bigger donation and you would like us to thank them separately, then we would be more than happy to do so, please send us their details and we will write to them.

Online fundraising:

Set up a giving page. Within a few minutes you can create a personal online fundraising page. Online fundraising makes it easy for family and friends to sponsor each other, just send them a link to your page and all the money they give comes straight to NAPA. All Giving Pages are easy to use and offer a great way to quickly collect donations. Just make sure that you check to say that you are raising funds for NAPA (National Activity Providers Association.) Things to include on your online fundraising page – what you are doing, a target amount, a paragraph about why you are fundraising for NAPA. To personalise your campaign use photos – including a picture of yourself and contact NAPA for logos to brand your page. Fundraisers with photos raise an average of 14% more! A good excuse for a #selfie! and tell your story, people will give you more if they know why you care, add your story to your page. Do not take your page down too soon after the event, 20% of donations come in after an event – so keep in touch with your potential donors, they might feel the need to donate again!

Gift Aid:

Are you or your sponsors UK taxpayers? NAPA can claim an extra 25p for every £1 you raise. Tick the Gift Aid box! Every gift made to NAPA has the potential to be worth more at no extra cost to your supporters, just by them simply ticking the Gift Aid box if they are eligible. This can be done on your JustGiving page. Please know that Gift Aid provides a significant source of income to allow us to help hundreds more people. As well as this, you can also include any Gift Aid claimed on your donations towards your fundraising total. If you have a charity place in one of our events e.g. the London Marathon, and the charity is paying towards the cost of your place in the event, you need to let your supporters know that you have received a benefit from NAPA. As you have received this benefit, we cannot claim Gift Aid on sponsorship from certain people connected to

you such as any close relatives i.e. mother, father, grandparents etc. You should let your supporters know the details below; either verbally or by copying this information on to your JustGiving page: NAPA is contributing to the cost of my event. These costs will not exceed 50% of the minimum sponsorship pledge that has been made which is £XXX. As I am receiving a benefit, any sponsorship payments made by connected persons (i.e. family members) will not qualify for Gift Aid and therefore the gift aid box should not be ticked." If you need more information on who qualifies as a 'connected person' or on these Gift Aid rules in general please get in touch with our fundraising team who will be happy to help and send you more information.

Make your donation:

Text 70085

Type NAPA20 to donate £20

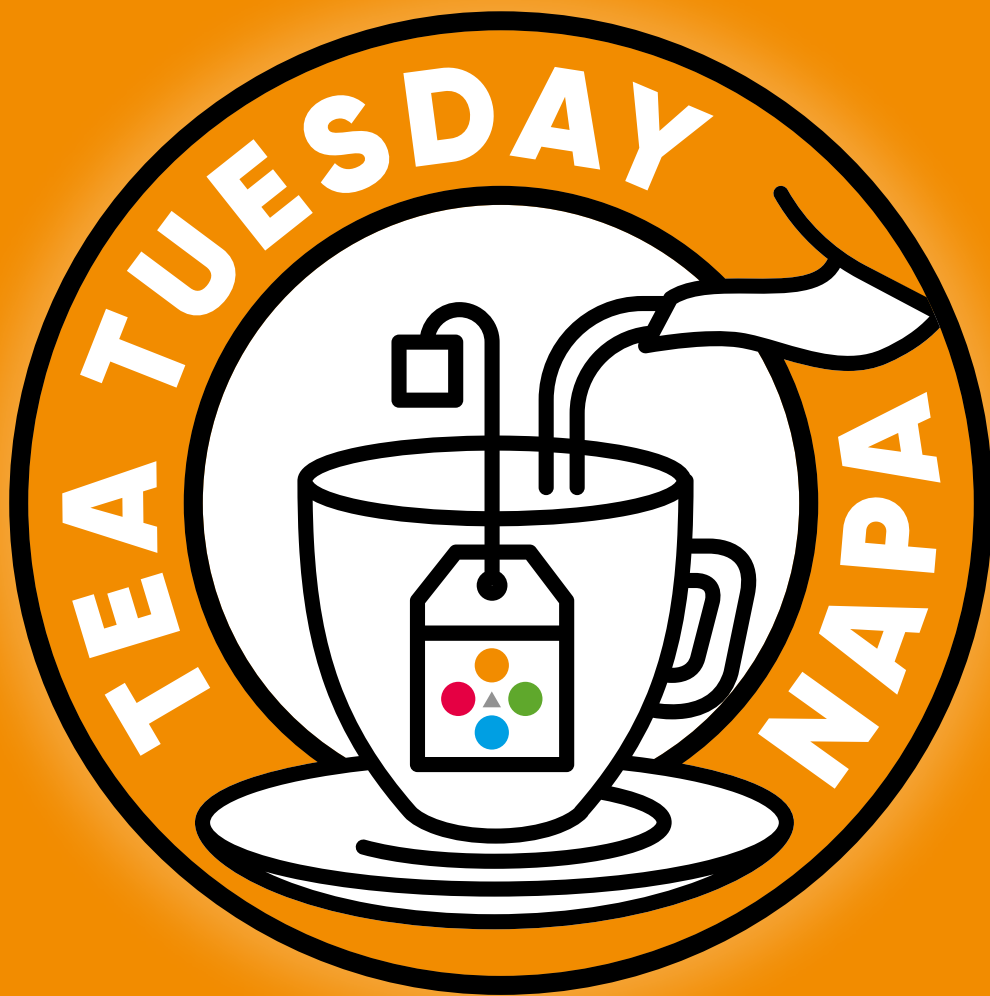
Type NAPA10 to donate £10

Type NAPA5 to donate £5

If you have used a giving page or Text to Donate then you don't need to do anything. If you are sending a cheque to NAPA – Please make it payable to NAPA and send to 1st Floor, Unit 1, Fairview Industrial Estate, Raans Road, Amersham, HP66JY. Make sure you include your name and address, so we know it is from you. For bank transfers please email us [here](#).

You are amazing!

Thank you for all your support. You should be proud of your achievement. Let us know how your event goes and send us some pictures! We would love to share your story in our magazine and celebrate your achievements, so don't be shy!



Celebrate

with *NAPA* on the 11th August 2020



Registered with
**FUNDRAISING
REGULATOR**

 **NAPA** Year of
Conversation and Connection

Celebrate Tea Tuesday on 11th August 2020

Tea Tuesday is NAPA's National Day of Conversation and Connection. We invite you to spend a day connecting with family, friends, colleagues, and the people you support. Put the kettle on, put your feet up and chat, in person or virtually, with one person or a hundred! It's up to you. Tea Tuesday is about making time to be together, to enjoy spending time together, to relax together.

We hope you will join us in celebrating the importance of Conversation and Connection on Tuesday the 11th August. We invite you to support NAPA by organising a fundraising event and helping us to continue our work. NAPA – enable the care and support sector to prioritise wellbeing, through the promotion of activities, arts and engagement.

To encourage generous donations, plan a time to say a few words about why you're fundraising for NAPA and how your guests' support will make a difference to engagement and activity provision in care settings.

The 'Get Involved' NAPA Fundraising Pack will tell you more about NAPA and the work we do. You can find everything you need in there, including come inspirational ideas, tips, and tricks on how to organise a really great fundraiser.

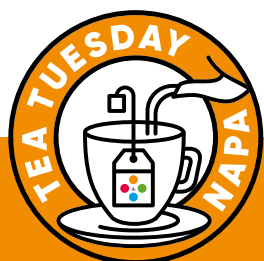
The 'Celebrate Tea Tuesday' Pack provides ideas for tea themed events and activities and links to recipes and resources to help you plan activities not only for Tuesday the 11th but also for the whole of afternoon week, which runs from the 10th-16th August. We hope you enjoy planning your events and activities. We would love to hear how you get on. All information about how to donate is included in your 'Get Involved' NAPA Fundraising Pack. If you have any questions please [email us here](#)

For more things to do – [click here](#)

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 NAPA Year of
Conversation and Connection



Extra Fundraising Activities

There are lots of other ways you can raise even more at your event:

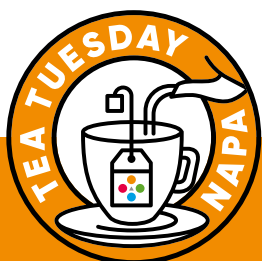
Organise some tea party games that your guests can play for a donation. There more ideas in your fundraising pack.

You could consider **having stalls to sell homemade creations** e.g. jewellery or mosaics. If you're not crafty, ask your friends and family if they have any secret talents!

Sell remaining cakes and leftovers to family, friends, colleagues, and neighbours at a discount



We want every person with care and support needs to be engaged.
By holding a Tea Tuesday event, you can help NAPA to achieve this goal – **thank you.**



Pinking Shear Bunting

What you need:

- + Material
- + Pinking shears (the blades are saw-toothed instead of straight. They leave a zigzag pattern instead of a straight edge)
- + Card
- + Length of ribbon

What you do:

- + Make your card template – bunting can be any shape you like really, typically it is triangular.
- + Lay the material out and using the pinking shears cut out the shape
- + Staple the cut-out shapes onto the ribbon

Now your bunting is ready to hang!

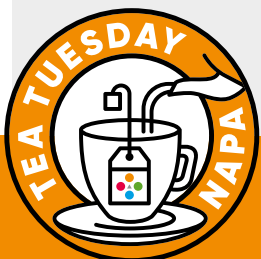


Competition Time!

Design your own **Tea Tuesday Bunting**

Design your own bunting. Make sure the setting name is on the bunting in the design.

Please email your bunting to competitions@napa-activities.co.uk by the 17th August, the winner will receive a hamper full of goodies!



Daisy Sugar Spoons

What you need:

- + Sugar Spoons
- + 1/2 cup caster Granulated Sugar or substitute
- + 1 teaspoon water, plus more if needed
- + 1 drop blue food colouring
- + 1 teaspoon corn syrup
- + 8 plastic spoons, plus 1 extra
- + Royal Icing
- + 2 1/2 teaspoons warm water
- + 1 teaspoon meringue powder
- + 1/2 cup Icing Sugar
- + Yellow and green food colouring

What you do:

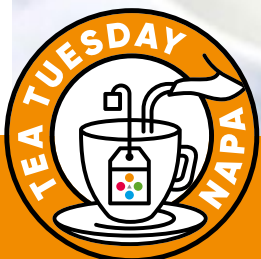
- + For Sugar Spoons, pour granulated sugar or substitute, 1 teaspoon water, and 1 drop blue food colouring into bowl of a food processor.

- + Pulse until well blended.
- + Pinch sugar in your hand. If it sticks together, it's ready. If not, add more water, one drop at a time, until it does stick together.
- + Brush a light coating of corn syrup on interior of a plastic spoon.
- + Scoop out some sugar mixture using the coated spoon. The corn syrup will help the sugar stick to the spoon.
- + Take another dry spoon, turn it upside down and in the opposite direction, and set over top of the coloured sugar on the first spoon to compress it into an egg shape on coated spoon.
- + Brush away any excess sugar then remove dry spoon.
- + Repeat, creating a total of 8 sugar spoons.
- + Allow spoons to dry for 30 minutes before decorating.

For Royal Icing:

- + Pour warm water and meringue powder in a small mixing bowl.
- + Stir until foamy and well mixed.
- + Sift powdered sugar over bowl and mix using a whisk or an electric mixer until glossy and smooth.
- + Dip a food-use-only paint brush into white royal icing then paint daisy petals onto all of the sugar spoons.
- + Colour 1 teaspoon of remaining icing yellow and the remaining sugar green.
- + Paint a yellow dot in the centre of the daisy petals then add some leaves below the flower.
- + Allow the decorated spoons to dry for at least 2 hours.

Serve with tea or coffee.



Tea Bag Art

What you need:

- + Dry, empty tea bags
- + Pencil, to do an outline on your teabag
- + Paint, or colouring pens – fine tip

What you do:

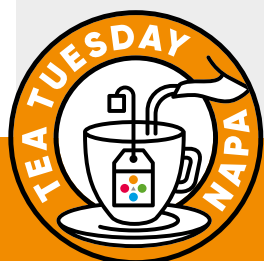
- + Carefully cut the teabag open and discard the tea leaves
- + Decide what you are going to paint/ draw
- + You could do a scene, a portrait or your favourite flower
- + Be creative!

Add some string for effect



Note:

Teabags are quite small, so you could use a sheet of paper, just cut it (to make it look like a teabag)



Break in Case of Tea Shortage

What you need:

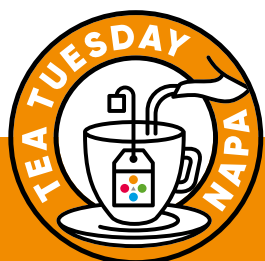
- + Old photo frame, relatively small
- + 1 tea bag preferably not pyramid shaped
- + String or ribbon
- + Old teaspoon
- + Coloured paper

What you do:

- + Remove the cardboard that is usually found inside the old photo frame, cut the coloured paper the same size as the cardboard then stick it to the backing card
- + Place the tea bag where desired and glue down the cardboard tag. This helps to stop it from moving when the glass is replaced.
- + In attractive lettering write around the tea bag "In case of tea shortage break glass" then carefully place the glass on top and put it back into the frame.
- + Tie the ribbon/string around the spoon then attach the string to the back of the frame using glue or Sellotape or just tie it in position.

Think:

These would be a perfect gift for a tea lover. You could also make them to sell at your Summer Fete.



Virtual Afternoon Tea

How To Host: *Skype*



Skype is a type of video calling software/website. On the free plan, you can invite up to 50 attendees and there is no time limit on the call.

To host a *Skype* meeting

Create a login [here](#) and also download Skype [here](#).

1. Once you have decided on a date and time to host your Virtual Afternoon Tea, open Skype on your computer and sign in.
2. Select the Meet Now button.
3. This will create a call link and a Share invite button.
4. Copy the information (date, time and call link) of the Virtual Afternoon Tea that you have just set up on Skype and send all invitees this information via email or another method of your choice.
5. To start the Virtual Afternoon Tea, once again open and sign in to Skype on your computer. Set your call to video and select the Start call button. Make sure your audio and video are turned on and working!

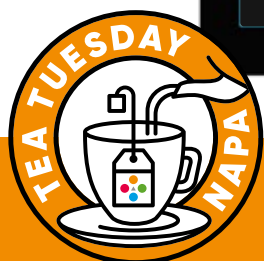
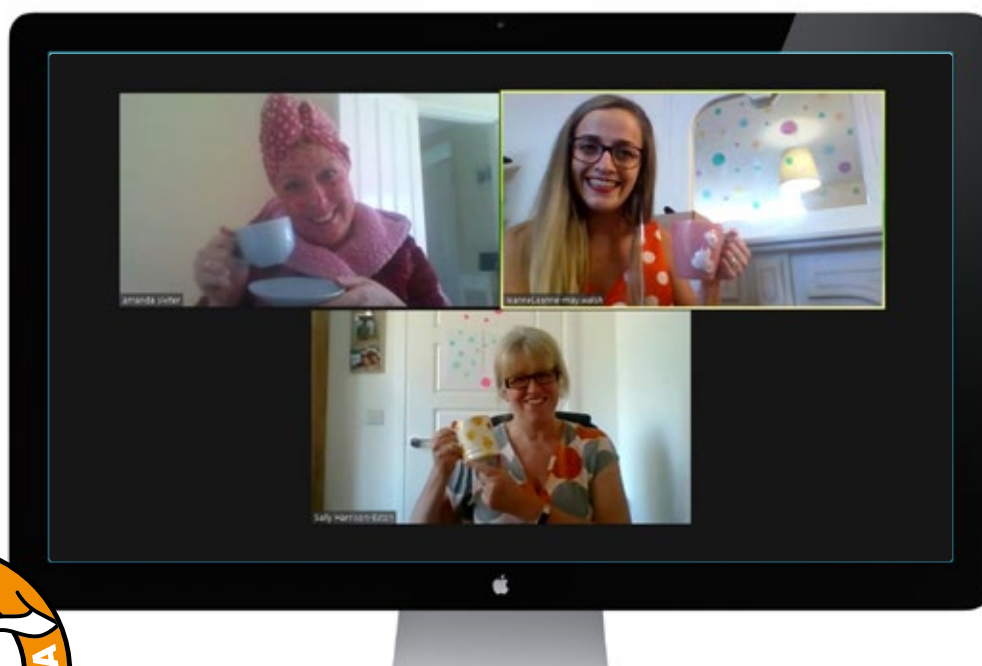
To attend a *Skype* meeting

Skype is a type of video calling software/website.

You don't need to install anything to use Skype, it can all be done through your internet browser. If you are using a smartphone, you will need to download the Skype app from the app store on your phone ahead of time. The Virtual Afternoon Tea host will send you a link to join the video call before the tea commences.

1. Click on the link your contact has sent you.
2. A window (or the Skype app if using a smartphone) will open. Click 'join as guest'.
3. Type in your name and click 'join' to join the video call.
4. To end the call, click the red phone icon or close the browser window.

If you are using a desktop computer that does not have a built-in camera and microphone you may have to purchase a headset. Laptop computers have a built-in camera and microphone.



Virtual Afternoon Tea

How To Host: Zoom



Zoom is a type of video calling software/website. On the free plan, you can invite up to 100 attendees and there is a call time limit of 40 minutes.

To host a Zoom meeting

To host a Zoom meeting, you must first create a login [here](#) and also download Zoom Client for Meetings from [here](#) on your computer.

1. Open Zoom Client for Meetings on your computer and sign in.
2. Click on the Schedule button and complete all fields in the Scheduler window. For the Calendars option, choose Other Calendars at the bottom of the window which will allow you to copy and paste scheduled meeting information such as the date, time and meeting URL. Click Schedule to finish.
3. Copy the information (date, time and meeting URL) of the Virtual Afternoon Tea that you have just set up in Zoom and send all invitees this information via email or another method of your choice.
4. To start the Virtual Afternoon Tea, once again open and sign in to Zoom Client for Meetings on your computer. From the Zoom home screen, you will be able to see the Virtual Afternoon Tea that you have created listed as a Meeting. Click the Start button of that Meeting. Make sure your audio and video are turned on!

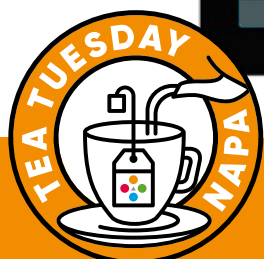
To attend a Zoom meeting

Zoom is a type of video calling software/website.

You don't need to install anything to use Zoom, it can all be done through your internet browser. If you are using a smartphone, you will need to download the Zoom app from the app store on your phone ahead of time. The Virtual Afternoon Tea host will send you a link to join the video call before the tea commences.

1. Click on the link your contact has sent you.
2. Click 'join from your browser' to join the video call. The Zoom app will open if you are using a smartphone.
3. To end the call, click the red phone icon or close the browser window.

If you are using a desktop computer that does not have a built-in camera and microphone you may have to purchase a headset. Laptop computers have a built-in camera and microphone.



Unilever Food Solutions

Unilever Food Solutions have kindly shared the following recipes for you to try. Have a go and let us know how they turn out!

Mini Mousse Tarts – Strawberry Mess Tart

Serves 10

Ingredients

For the meringues

100g	Egg whites
200g	Caster sugar
1ml	Red food colouring

For the sweet pastry tart cases

100g	Butter
50g	Icing sugar
40g	Egg yolk
225g	Plain flour

For the filling

105g	Carte D'Or Strawberry Mousse mix
250ml	Whole milk
100g	Strawberries

For the meringues

1. Place the egg whites in a bowl along with the caster sugar over a bain-marie. Whisk the egg whites until the sugar is dissolved and the egg whites are at 37°C.
2. Remove from the heat and whisk in a machine until firm peaks are achieved.
3. Place the red food colouring into a disposable piping bag then move it around inside the bag to create blotches of colour inside the bag.
4. Add in the egg whites and cut a small hole in the base of the bag. Allow any excess food colouring to drip from the bag before you start piping.
5. Pipe onto a lined baking tray into small peaks, as the meringue comes through the bag the ripple effect to be created.
6. Bake at 90°C until the meringues are fully cooked.

For the sweet pastry tart cases

1. Cream the butter and icing sugar together until pale in colour.
2. Whisk in the beaten egg yolk until the mix is smooth.
3. Gradually add the flour to the mix until a smooth paste is formed. Do not overwork at this point.
4. Wrap the pastry in cling film, label and refrigerate until required for use, allowing at least one hour to rest.
5. Roll out the pastry between two sheets of baking parchment to 5mm thick.
6. Line the desired mini tart cases and dock the bottom with a fork.
7. Line the cases with baking parchment and fill with baking beans or rice.
8. Baking in the oven at 180°C for 20 minutes, remove from the oven and remove baking beans and parchment.
9. Return to oven for 5 minutes or until cooked.

For the filling

1. Pour the cold milk into a mixing bowl and add the **Carte D'Or** Strawberry Mousse mix.
2. Whisk with an electric mixer for 2 minutes on a low speed, followed by 5 minutes at high speed.
3. Cover until required.

To assemble

1. Take the tart cases and fill with the **Carte D'Or** Strawberry Mousse and level off with a pallet knife.
2. Place into the fridge and chill for 2 hours.
3. Before serving garnish the tartlets with strawberries and meringue kisses.



Mini Mousse Tarts – Chocolate Coffee Tart

Serves 10

Ingredients

For the sweet pastry tart cases

100g	Butter
50g	Icing sugar
40g	Egg yolk
225g	Plain flour

For the filling

250ml	Whole milk
105g	Carte D'Or Chocolate Mousse mix
10g	Instant coffee
100g	Dark chocolate

For the sweet pastry tart cases

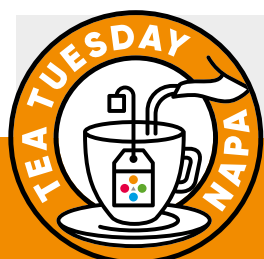
1. Cream the butter and icing sugar together until pale in colour.
2. Whisk in the beaten egg yolk until the mix is smooth.
3. Gradually add the flour to the mix until a smooth paste is formed. Do not overwork at this point.
4. Wrap the pastry in cling film, label and refrigerate until required for use, allowing at least one hour to rest.
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7. Line the cases with baking parchment and fill with baking beans or rice.
8. Baking in the oven at 180°C for 20 minutes, remove from the oven and remove baking beans and parchment.
9. Return to oven for 5 minutes or until cooked.

For the filling

1. Pour the cold milk into a mixing bowl and add the **Carte D'Or** Chocolate Mousse mix and instant coffee.
2. Whisk with an electric mixer for 2 minutes on a low speed, followed by 5 minutes at high speed.
3. Cover until required.

To assemble

1. Take the tart cases and fill with prepared Chocolate & Coffee mousse, then level off with a pallet knife.
2. Take a solid block of chocolate, and drag a large knife carefully towards you to create chocolate shavings.
3. Place into the fridge and chill for 2 hours.
4. Before serving, garnish the tartlets with chocolate shavings.



More information on our recipes can be found [here](#)

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Unilever Food Solutions

Hot Fruit Tea



INGREDIENTS

10 Portions

160 g	Orange
100 g	Lemon
15 g	Cinnamon Sticks
4 bags	PG tips Tea Bags*
1.5 L	Water
10 g	Mint
50 g	Honey

Product

*PG tips 1200 Two Cup Stronger Catering Tea Bags

PREPARATION

Method

- 1 Slice the oranges and lemons.
- 2 Boil the water then remove from the heat.
- 3 Add in the PG tips tea bags and allow to steep along with the cinnamon stick, mint, honey and sliced fruit.
- 4 Stir and allow to brew for 2-3 minutes.
- 5 Pass the mix then store in a flask until ready to use.

Nutrition	Energy	Fat	Saturates	Sugars	Salt
Per 1 Portion	21Kcal	0.0g	0.0g	5.3g	0.00g



Earl Grey Tea Mocktail



INGREDIENTS

10 Portions

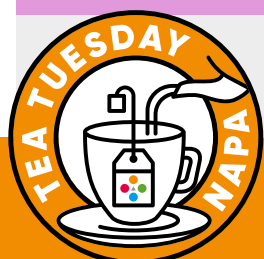
20	Earl Grey tea bags
500 ml	Water
500 ml	Orange juice
50 g	Cucumber
	Ice

PREPARATION

Method

- 1 Bring 500ml of water to the boil, add the Earl Grey tea bags and allow to infuse for 20 minutes. Remove the bags, but do not squeeze. Chill.
- 2 Place the brewed tea in a jug. Stir in the orange juice and the ice. Pour into glasses and place a ring of cucumber on the rim and serve.

Nutrition	Energy	Fat	Saturates	Sugars	Salt
Per 1 Portion	19kcal	0.1g	0g	4.5g	0.02g



Unilever Food Solutions Hydration Kit – download [here](#)



Competition time

Creative cakes

We are inviting you to enter our creative baking competition for Tea Tuesday.

You can decorate a large cake or individual ones, cakes can be any shape and style you like. The only rules are that they 'tea themed' and bright and colourful so get out your coloured icing and glitter! We have created a Cake Board to help with ideas, on Pinterest – [click here](#)

These images are for inspiration.

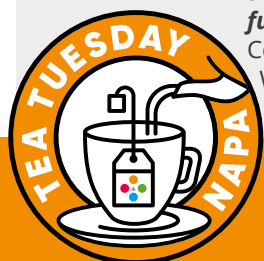


The winner will receive a Unilever Food Solutions hamper full of goodies!

Please send a photograph of your creation and a short write up (100 words max) to fundraising@napa-activities.co.uk
Competition closing date – Monday 17th August.
We will pick a winner by the 31st August.

We will display all photographs on social media. If you are sharing photos of your masterpiece on social media please use the hashtag #NAPACakeComp and tag [@napalivinglife](#)

Terms and conditions: Only 1 entry per care setting.



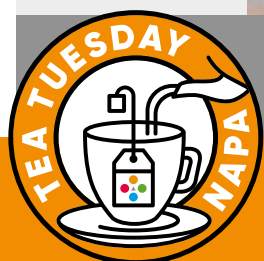
Why have a Hydration Station?

A Hydration Station helps improve the lives of residents.

Installing a self-service tea station can help improve mobility, hydration, social interactions and independence.

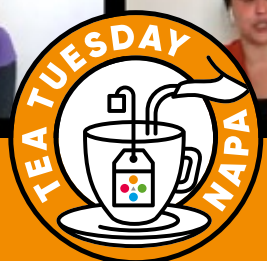
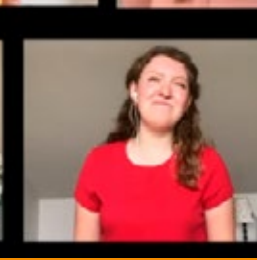
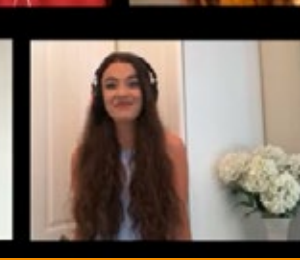
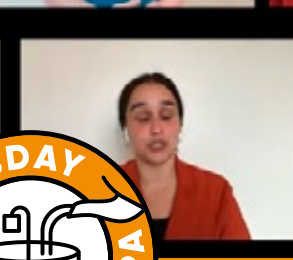
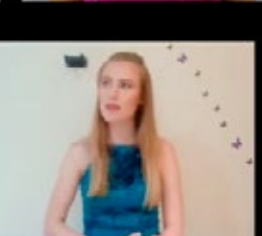
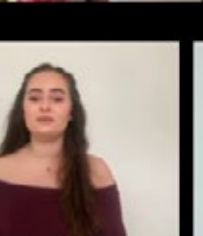
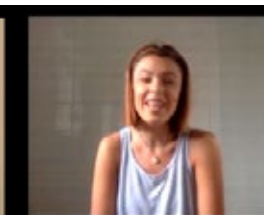
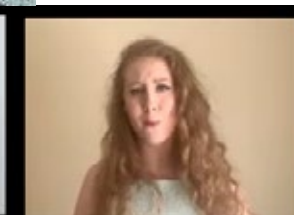
Discover the benefits of installing a tea station in your care home by building you own, send us a picture of your tea station for a chance to win this

Email your photos to communications@napa-activities.co.uk by the 17th August to be entered into the prize draw.



More information on Hydration stations can be found [here](#)

 Unilever Food Solutions
Support. Inspire. Progress.



The legal part:

No matter what type of fundraising event you are planning, there are likely to be rules and regulations to follow.

It is your responsibility to ensure that any activity you organise in aid of NAPA complies with the law. Here are some of the most crucial points to keep you safe and legal but if you want to check anything then please get in touch and we will help you:

It is important to make sure that your fundraising event is safe and legal as well as fun! Here are a few things to keep in mind:

Your responsibilities:

In law, you will be a trustee of funds raised and you must ensure that all donations and sponsorship money from your event is paid to NAPA. You must inform potential donors if any of the funds you raise will not be paid to the charity.



Collections:

Visit institute-of-fundraising.org.uk for the most up-to-date information on collections. When organising a collection please make sure that you have written permission from the host organisation and those taking part. Collections can only be done by people aged 16 or over. Collection boxes and buckets must be clearly labelled with the NAPA logo. Please do not go door-to-door asking for sponsorship. Anyone fundraising for NAPA who is under the age of 18 must be accompanied by a parent or guardian.

General Data Protection Regulation (GDPR):

At NAPA we take data protection very seriously. Please be cautious with any paper or electronic records you may keep about anyone and do not share anyone's personal information without gaining their permission first. If you have any concerns or questions regarding this, please get in touch.

Health and Safety:

Do you need First Aid cover? Take advice from a voluntary first aid organisation such as St. John Ambulance: St. John Ambulance 27 St. John's Lane London EC1 4BU Tel: 0870 010 4950 or the British Red Cross: British Red Cross UK Office 44 Moorfields London EC2Y 9AL Tel: 0870 170 7000. Carry out a risk assessment to identify any risks at your event: a hazard is anything that causes harm and the risk is the chance, high or low, that someone could be harmed by the hazards, together with an indication of how serious the harm could be.

The Fundraising Regulator:

We are proud to be registered with the Fundraising Regulator who set and maintain the standards for charitable fundraising. The Fundraising Regulator aims to ensure that fundraising is respectful, open, honest and accountable to the public.

Food and Alcohol:

If you are providing food, follow the simple guidelines for handling and cooking food set out by the Food Standards Agency. Visit food.gov.uk for more details. If you have asked a caterer to come to the event, ask them to provide you with a copy of their food hygiene certificate and public liability insurance.

Insurance:

Do you need Insurance? NAPA holds Public Liability Insurance which covers supporters taking part in most standard charity activities. If you are not sure whether your event would be covered, please get in touch.

Lotteries and Raffles:

The legislation regarding lotteries and raffles can be confusing. Check the latest information and advice at gamblingcommission.gov.uk

Accident, Loss or Damage:

NAPA cannot be held responsible for any accident, injury or loss incurred as a result of your fundraising activity.



If you're unsure about anything at all, then please just ask.

We're here to help you!

Fundraising ideas

Fun things to do!



Afternoon Tea

We all love a cup of tea, so why not host a NAPA Tea Party, asking people for donations of scones, cakes and tea. It is a perfect event to run in a care home or a community centre – all you need is a kettle, some tables and chairs, tea, cake and some people

Bake Sale

You can't go wrong! Very much a classic. A Bake Sale is a popular fundraiser. We've put together a document to help you plan your NAPA Bake Sale, click here to download it

BBQ

Not one for December but if you have a garden and an engaged community, why not open the garden to the public and invite them to have a great day out at a NAPA BBQ! Donate profits from the sales of burgers and hot dogs to NAPA

Cinema screening

Why not hold a NAPA Movie Night, free entry, serve popcorn and sweets and let people kick back and relax? People may enjoy older films that bring back memories. Invite friends and family and ask people to pop a donation in a bucket as they leave

Christmas Carol Concert

What could be a better way to spread the festive cheer than singing at a NAPA Christmas Carol Concert? Invite families and communities to a central location, hand out hymn sheets and serve hot beverages and mince pies and ask people to pop a donation in a bucket as they leave

Summer Fete

People love the sense of community that comes with a traditional fete. Invite local businesses and offer them stalls in return for donations for the NAPA Fete. Ask volunteers to host small side shows and activities, attracting donations

Garden Party

We all know how much the care sector loves a garden! Hoist up some bunting and pass out some cold drinks on a warm summer evening. Invite friends and family and the local community to see your garden in all its glory



Giving Tuesday

#GivingTuesday is a national campaign which aims to encourage people to give to charities or support causes they care about on a Tuesday!

@GivingTuesdayUK #givingtuesday
Give to NAPA!

Knitting marathon

Put restless hands to good use. Make the longest scarf ever! Then auction it!

Mile of coins competition

How many coins will it take? Person with the closest guess gets a prize. Invite the community, colleagues, friends and relatives to get involved

Raffle

Ask local businesses, friends and family to donate items

Open Garden

Ask visitors to donate an entry fee and pay for refreshments or hold a raffle as well



Easy Fundraising

Raise donations for NAPA whenever you shop online. Share [this link](#) with relatives, family, friends and colleagues.

It's 100% free to use. You can raise money for your favourite cause every time you shop online. Donations are available through over 3,700 online brands and retailers. Download our helpful Donation Reminder and mobile app so that you never forget to collect a free donation



AmazonSmile

Is a simple and automatic way for you to support NAPA every time you shop, at no cost to you. When you shop at [smile.amazon.co.uk](#), you'll find the exact same low prices, vast selection and convenient shopping experience as [amazon.co.uk](#), with the added bonus that Amazon will donate a portion of the purchase price to NAPA – [Find out more](#)

Check out our A-Z list of fundraising ideas:

A- Abseil; Afternoon tea, Art exhibition, Anniversary celebration, Auction of promises, Arm wrestling competition, Auction of prizes or promises

B- Bring and buy, Bike ride, Breakfast club, Bric-a-brac sale, Brunch party, Bag packing, Book sale, Beauty night, Bingo, Barbeque party, Ball, Barn dance, Balloon race, Burns night, Bonfire party, Battle of the bands, Bowls tournament, Birthday celebration, Boxing challenge, Big Half, Ben Nevis Trek, Bake Sale, Black Tie events, sell unwanted Books through webuybooks.co.uk, Busking

C- Cake sale, Cinema night, Coffee morning, Car rally, Champagne breakfast, Car boot sale, Car wash, Carol singing, Collection boxes, Craft fair, Concert, Cycle ride, 'Come dine with me', Christmas card sale, Casino night, Cheese and wine evening, Christmas Cake off, Charity Night, Corporate partnerships, Christmas Quiz, Christmas Jumper Day -If you are Celebrating a birthday or anniversary, then why not ask friends and family to donate instead of buying you a gift?

D- Dog walk, Dinner dance, Drag race, Disco, Donations in lieu of gifts, Dog show, Darts competition, Doughnut eating competition, Donate by Direct Debit, Dress down/dress up day, Dance-a-thon, Drinks evening, Donate! Donate! Donate!



E- eBay for Charity, Eurovision party, Eighties night, Easter egg hunt, Egg painting competition, Exercise bike challenge – Exercise challenges are a great way to raise money. You can do a sponsored walk, swim, run, skip-a-thon, climb... the list is Endless!

F- Fantasy football, Fashion show, Festive fundraising, Film evening, Firework display, Football tournament, Fancy dress party/days, Food hamper raffle, Fun run, Freedom Trail Trek, Fair and Fetes open up loads of fundraising possibilities, start a Fantasy Football team

giftaid it

G- Gift Aid, Golf-a-thon, Garden party, Guess the baby photo/number of sweets in the jar etc., Go-karting, Greetings card sale, Grass cutting, Gig night, Gift wrapping, Garage sale, Give up alcohol or chocolate for 1 month, Grow a beard or moustache, Great North Run, Sign up to Give As You Live, donate your unwanted car through Give-a-car, hold a Golf Day, start a Guess the... competition and see if you can guess whose baby photo belongs to which member of staff, how many sweets are in the jar or the name of the teddy

H- Ask your boss to donate Half a day's Holiday and raffle it, Hideous Hair day; Head shave; Hanging basket sales, Halloween night; Horse riding, Happy hour, Hook a duck, Hoopla, Hen night, Harry Potter party, sweepstake on the Horse Races



I- It's a knockout, Ice cream party, Italian evening, Ice skating, Ironman, Indian evening, Ironing challenge, International dinner party, use your Imagination and create your own fundraising ideas!

J- Jazz night, Jelly eating, Jumble sale, Jewellery making, Jeans day at work, Junk food challenge (give it up for a week!), Juggle-a-thon, Jump in June, have a prize for the best Joke in the office – with a donation to enter the competition – or bet on which joke will be the favourite

K- Kick a bad habit, Karaoke night, Kids colouring competition, Knit-a-thon, Keep fit class, Kilimanjaro trek

L- Litter collection, Lunch party, ask colleagues to bring a packed lunch in and buy them from each other- then donate the money to NAPA, Line dancing, Lollipop hunt, Land's End to John O'Groats, Limbo competition, Loud shirt day, Lottery, London Marathon, London to Brighton, London to Paris (Tour de France), London to Amsterdam

Check out our A-Z list of fundraising ideas:



M- Matched giving by employer to match any money you raise, Murder Mystery, Masked ball, Musical recital, Morris Men display, May Day celebration, Makeover day, Monster Ski challenge, Medieval banquet, Mountain climb, run a Marathon, Talk to your local Media to drum up some extra support, Movie Night

N- Name the teddy bear, New Year's resolution, Non-uniform day, No TV for a week, Nineties party, have a Night In and donate the money you would have spent going out, hold a Night Walk to raise some money

O- Odd job day, Open garden, One day fast, Orienteering race, Open mic night, Online fundraising, Outward Bound, Overseas challenge events, Opera night, promote your fundraising Online, hold an Open Day at your work and collect donations

P- Picnic (teddy bear), Pet competition, Pantomime, Pub games, Pool party, Paintballing, Pub crawl, Pogo stick hop-a-thon, Pool tournament, Pyjama party, Parachute jump, Pyjama day at the office, Photograph competition

Q- Quiz night, Quilt auction, QI night, Quickstep – learn a new skill, Quad bike racing, Quit something for a day – week or month and get sponsored, hold a Quiz night



R- Reflexology party, Raffle, Rock 'n' roll night, Running, Race night, Read-a-thon, Rowing event, Regatta, Record breaking, Recipe swap, Reindeer Rally Run, Rowing machine challenge, Ride London, Raffle, try to be a world Record Breaker, get in touch with the Recycling Factory and raise money through your Rubbish

S- Skiing and snowboarding challenge, Street party, Summer ball, Sailing, Skydive, Silent auction, Strawberry tea, Salsa night, Swear box, Sports day, Sponsored silence/swim, Sweepstake, Supermarket collection, Sunflower competition, Sudoku competition, Space hopper race, Sprout eating competition, School fete, Santa Run, Student fundraising, Sahara Trek, Sponsored Silence, Skydive, Sports challenge, hold a company Sports day



T- Tribute band night, Talent competition, Teddy bear's picnic, Three peaks challenge, Treasure hunt, Tug of war, Triathlon, Tombola, Throw a wet sponge at your boss, Trivial Pursuit night, Toy stall, Three legged race, Team building, Tuck shop at school/work, Tea Party, Treasure Hunt, have a Themed event or day,

U- Ultimate Frisbee competition, Ukulele concert, USA party, Unwanted gift swap, University challenge, Unicycle race, Ultramarathon, University raising and giving (RAG), Ultra Challenge Series, Try something Unusual and raise some money in the process

V- Valentine's day ball, Vegetable sale, Village fete, Video night, Variety show, Violin recital, Vietnam to Cambodia Cycle Challenge

W- Welly throwing; Wimbledon party, Wall of shame (vote for the most embarrassing photo!), White Water rafting; Wear a Wig to Work day, Take part in a sponsored Walk

X- Xmas fayre, X-Factor competition, Xmas ball, X-box Game-a-thon, Xanadu party

Y- Yachting, Yo-yo challenge, Yoga, You've Been Framed, 'Yes-day'

Z- Zodiac party, Zumba-thon, Zoo party, Zany clothes day, Zip slide

Frequently Asked Questions:

Q. Can I use the NAPA logo?

- A. As a fundraiser, you can use the – to help you promote your fundraiser.
Contact: fundraising@napa-activities.co.uk to find out more



Q. How do I get poster templates fliers etc?

- A. Examples of these are provided in the fundraising pack

Q. How do I send in the money that I raise?

- A. If you have used a giving page or Text to Donate then you don't need to do anything. If you are sending a cheque to NAPA – Please make it payable to NAPA and send to 1st Floor, Unit 1, Fairview Industrial Estate, Raans Road, Amersham, HP66JY. Make sure you include your name and address so we know it is from you. For bank transfers please contact: fundraising@napa-activities.co.uk

Q. How can I claim gift aid on the money that I raise?

- A. If your sponsors are UK taxpayers then NAPA can claim an extra 25p for every £1 you raise. Just tick the Gift Aid box!

“Just to say thank you for the Spottea event this morning. [We] really enjoyed sharing tea, cake and chat with mum and you and it's the first time in a very long time I have put a posh frock on which made a lovely change...”

From a Relative of a Resident at **Wiltshire Heights Care Home** (Bradford-on-Avon)



If you have any questions that are not covered please contact: fundraising@napa-activities.co.uk

“A Spot of Tea Together was a great success with a multitude of booked during the week (98 calls) and we thought that the Sunday Spot of Tea Together was going to be quiet! With the amazing residents and relatives we have at Wiltshire Heights a charitable 9 calls were booked for all day; other relatives said they would donate to NAPA whilst on their calls during the week.

This was wonderful with relatives dressing up in spots for the occasion and enjoying a cup of tea together. These calls lasted between 30 minutes to an hour whilst family and residents relished their time together”

From the Leisure & Wellness Coordinator at **Wiltshire Heights Care Home** (Bradford-on-Avon):

THANK YOU



"Porthaven supports NAPA because as a small team they are devoted to supporting everyone living and working within a care setting in a huge way, whether that is through activity ideas, competitions, resources or training for staff. We are always up for a challenge to help support NAPA and the Spottea Together campaign was a perfect fundraiser during a very difficult time for everyone. With visiting not possible due to the coronavirus, what better than grabbing a cuppa and bringing loved ones and friends together on-line, whilst at the same time helping NAPA to raise funds for their much-needed Helpline"

+ Suzy Cooper
NAPA Trustee & Fundraising Advisor

"Activity, meaningful occupation and good relationships are vital for our wellbeing. NAPA promotes activities in care homes and communities – needed more than ever during these times of isolation and distancing. I fully support NAPA's work so I made a pot of tea, invited a friend to sit across a large table in my garden, shared a home-made cake and found as many 'spots and dots' as I could. A happy hour in the sun and a small donation to NAPA's valuable work."

Sue Heiser, NAPA Supporter

NAPA is an amazing organisation that reaches out to hundreds of carers and supports their quest to improve well being of the people they support. We at QCS believe that a fundamental part of any caring organisation is to enable and encourage well-being, life, love and laughter in the individuals they are supporting.

QCS is delighted to be able to support NAPA in their journey and recently the whole company hugely enjoyed Spottea together, bringing colleagues, customers friends and family together with a cuppa.

We look forward to continuing to support NAPA and work closely with them to help outstanding people deliver outstanding care.

Philippa Stevens, Major Accounts & Alliances Manager
Quality Compliance Systems Ltd

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