



**each**

East Anglia's  
Children's Hospices



The **Big**  
Tea Break

**Feed your  
wellbeing**



**All you need to know**

Fundraising pack

**Thank you for signing up to take part in The Big Tea Break!**

**We hope you are looking forward to feeding your wellbeing and making a difference to local children and young people with life-threatening conditions.**

**Whether you choose to run a coffee morning with friends, a bake sale at work or a bigger event for your local community, good luck and most importantly, have fun!**

## **Getting started**

Now you've registered, it's time to start planning your event.

- Read through this fundraising pack for all the tips and information you'll need
- Pick a time, date and your venue
- Use our handy invites to ask friends, family and work colleagues to join you
- If it's a public event, pop up posters in your local area and get sharing on your social media
- Recruit friends to help with the baking if needed
- Decide on the pricing for your food and drinks
- Use our bunting to decorate and don't forget to display your cake ingredients
- Set-up any games or activities you'll be running to raise extra money
- Finally, eat, drink and have a fantastic time!

## **Fundraising ideas**

You can raise money by simply selling food and drink, but why not try out some of our additional ideas to help boost your total:

### **Guess the weight of the cake**

A simple guess the weight of the cake is an easy competition to run. Charge 50p or £1 for a guess, with the person guessing closest winning the delicious cake!

### **Decorate your own cupcake**

Charge £2 and provide some simple vanilla cupcakes along with a selection of decorative goodies and let guests create their own mini masterpieces.

### **Baking Sweepstake**

Ask your guests to take part in our baking sweepstake. Charge whatever you wish for entry and select the winning number before you start.

All resources can be downloaded online.

## Useful Info

- Please use our allergen cards to share the ingredients and allergens in your cakes and help keep everyone safe
- Use separate implements when serving food to help prevent cross-contamination
- Ensure cold food is not left out for more than the recommended time. Check out [www.food.gov.uk](http://www.food.gov.uk) for more food safety advice
- If running a public event, please consider completing a risk assessment. Email [community@each.org.uk](mailto:community@each.org.uk) for more help with this
- If you're planning on taking photos of the event and sharing them publicly, please ensure you have the permission of the subject to do so.

## Paying in your money

- You can set up an online giving page for your guests to donate to at [www.justgiving.com/campaign/TheBigTeaBreak2024](http://www.justgiving.com/campaign/TheBigTeaBreak2024)
- You can pay online at [www.each.org.uk/donate](http://www.each.org.uk/donate), using The Big Tea Break as your reference
- Send a cheque addressed to EACH to: Finance team, Church Lane, Milton, Cambridgeshire, CB24 6AB. Don't forget to include a cover note telling us about your fundraising so we can thank you!
- For BAC's payments contact us at [community@each.org.uk](mailto:community@each.org.uk) for our bank details.

## Get in touch

For more information and support please call 01223 800807 or email [community@each.org.uk](mailto:community@each.org.uk).

Snap, tag and share your photos using #BigTeaBreak



EACHhospices



The **Big**  
Tea Break

# Try our carrot cake

This carrot cake recipe is by our catering team at The Treehouse and is a favourite with our families and staff.

## Ingredients

180ml sunflower oil  
125g light muscovado sugar  
3 large eggs  
1 tsp vanilla extract  
225g peeled & trimmed carrots (finely grated)  
100g walnut pieces  
175g plain flour  
1 ½ tsp baking powder  
1 tsp bicarbonate of soda  
1 tsp ground cinnamon

## Icing

180g cream cheese (full fat works better!)  
50g icing sugar

## How to make

1. Preheat your oven to 170°C / 325°F and grease and line an 8" cake tin
2. Set aside a handful of walnuts to decorate the cake later and chop the remaining walnuts
3. Place the oil, sugar and eggs into a large mixing bowl, beat until thick and creamy
4. Add the vanilla extract, stir in the carrots and walnuts. Sift in the remaining dry ingredients then fold together gently before pouring into the cake tin
5. Bake for 50 minutes; to test it's done, insert a skewer into the middle of the cake. It should come out clean and warm when the cake is ready
6. Remove from the oven, leave to cool in the tin for 10 minutes before removing and leaving to cool fully
7. For the icing, beat together the cream cheese and icing sugar until smooth. Spread over the cake and decorate with the remaining walnuts.

