

Hello



Kettles will be boiling all over the UK as friends, colleagues and neighbours gather for a cuppa and a chat to raise money in aid of the Refugee Council and their work towards helping refugees and asylum seekers in the UK.

By hosting your own RefuTEA and raising funds, you're helping to ensure that refugees get the respect and dignity they deserve. It's a simple act of kindness – thank you.

In this guide you'll find everything you need to make your RefuTEA tea party a big success and, hopefully, raise pots of cash.

So put your feet up, grab a brew and get planning.



10 steps to tea party perfection

Hosting a RefuTEA couldn't be easier.

Here's our step-by-step plan for the perfect tea party.



Before your party

- 1 Choose a **date** to host your RefuTEA.
- 2 Decide on a **venue** – you can host your RefuTEA in the office, at home, in your local hall or even in the park.
- 3 Send out your RefuTEA **invites** and put up **posters**. You can download as many extra posters and invites as you need at www.refugeecouncil.org.uk/refutea
- 4 Let your **local newspapers** know about your RefuTEA. You'll find advice at the back of this guide and a sample press release enclosed in your host pack.
- 5 **Stock up** on tea, milk, sugar and any teatime treats you'd like to serve.
- 6 Fill up the teapot and ask every guest to donate a **minimum of £1 per cuppa**. Check out our top tips for raising as much as possible on the day.
- 7 Make sure your guests complete and sign the enclosed Gift Aid form, so we can claim up to 25p more for every £1 donated.

After your party

- 8 Send your completed donation form (you'll find this at the bottom of the enclosed letter) with your **cheque** made payable to the Refugee Council or **debit/ credit card** details and **Gift Aid** form in the freepost envelope provided to Freepost RLTK-ZKAK-AHHH, Refugee Council, 240-250 Ferndale Road, London, SW9 8BB.
- 9 We'd also love to know how your RefuTEA went, so send us any **feedback** and **photos** you took on the day to refutea@refugeecouncil.org.uk
- 10 Let your guests know **how much** they've raised to help refugees and asylum seekers.



Tea tips

With a bit of extra effort you can get a whole lot more from your RefuTEA. Here are some of our ideas to help you raise more much-needed funds.

• The best tea parties are about more than the wet stuff. Ask each of your guests to bring homemade treats to sell, or fill a biscuit barrel and charge per dunk.

• Ask local businesses to donate raffle prizes and sell tickets to your guests.

• Hold a quiz and charge each team to enter. Search the internet for quiz questions.

• Leave empty teapots around the room and encourage your guests to fill them with cash.

Don't forget to Gift Aid every donation to increase the value.



Why your RefuTEA matters

Every day the Refugee Council meets asylum seekers and refugees who have fled from the most unimaginable situations, including war, torture and persecution. They are looking for a place of safety, as any of us would. They want to rebuild their lives – to work and contribute to society.

In the UK, the vast majority of asylum seekers are not allowed to work and are forced to rely on government support, typically around £5 a day. As a result, many live in poverty and have poor health.

Flaws in the decision-making process mean too many people who genuinely need protection here are turned down. They then live in limbo – unable to return home safely, forbidden from working and reliant on very limited financial support, or left destitute and homeless. Recent estimates suggest there are around 300,000 destitute, refused asylum seekers living in Britain.

The Refugee Council helps asylum seekers and refugees in the UK and is campaigning for a fair and humane asylum system. Your RefuTEA will help us raise vital funds to continue our life-saving and life-changing work. We can't think of a better reason to put the kettle on.

Sending out a press release

A short story in the local media could encourage others to host their own RefuTEA and drum up lots more guests for yours. Make a list of all your local newspapers and radio stations and email or post your release to the News Editor at least two weeks before your RefuTEA.

Your press release should be simple, clear and contain all the key facts about your tea party. To make it as easy as possible for you, we've written a press release template that you can simply add your own details to. This is enclosed in your host pack.

You can also download the template now at www.refugeecouncil.org.uk/refutea

Remember, the more publicity you get for your event, the more funds you're likely to raise.

About the Refugee Council

As the leading charity working with asylum seekers and refugees in the UK, the Refugee Council is committed to working towards creating a fair, humane and effective asylum system that provides protection and enables refugees to rebuild their lives in safety.

We provide advice and support as well as food parcels, toiletries, baby supplies and clothing. We look at the mental health needs of asylum seekers who are traumatised from their experiences. We also help refugee children who have been separated from their families.

In addition, we campaign to highlight key issues and lobby government and other decision-makers to influence policies that affect refugees and asylum seekers.

Find out more at www.refugeecouncil.org.uk

Registered charity no. 1014576

It's RefuTEA time

Your guide to hosting a top tea party

RefuTEA
A simple act of kindness

