

COVER
THE NEED
SHARE THE
WARMTH THIS
WINTER



ORDER OF MALTA
AUSTRALIA

HOST INFORMATION

Thank you for registering to host a Coats for the Homeless Coffee Morning

By becoming a Coats for the Homeless Coffee Morning host you will not only provide others with the opportunity to donate to this wonderful cause, the greater awareness of the project across the community will be invaluable in helping us grow the project further.

In this pack, you will find all of the information you will need as a host. We have also included some ideas to help you make the most of your Coffee Morning. Please find contained information on:

- Planning your Coffee Morning
- Tips and hints to help make the most of your Coffee Morning
- Collecting donations and paying money in
- Donation Paying in Form
- Invitations for your guests
- Donation coupons for your guests
- Coats for the Homeless flyers
- Media Form

If however you need any further information or have any questions, please do not hesitate to contact:

Michelle Rees

Order of Malta
PO Box 257
DARLINGHURST NSW 2010
Email: mrees@smom.org.au
Tel: 02 9331 8455

**The Order of Malta has been serving the sick and the poor for over 900 years.
Thank you for helping us continue our work.**



Coats for the Homeless
Coffee Morning

PLANNING YOUR COFFEE MORNING



ORDER OF MALTA
AUSTRALIA

Setting a date

Officially we are asking our hosts to hold their Coffee Morning in July, however you can choose whatever date best suits you! Therefore, if you have an upcoming event that you can 'piggy-back' off - take full advantage of it. Otherwise try and choose a date that will accommodate the largest number of guests. Make sure that once you have decided on a date you give your guests as much notice as possible so that it is in their diary.

Choose a venue

The options of where to host your Coffee Morning are endless. Just make sure you have enough space and coffee cups for all your guests! Some venue ideas include:

- Your home
- Meeting room at work
- Local Café
- Community centre or Parish Hall

Invite your guests

Contained in this pack are some invites that you can give to your guests, however it does not have to stop there - pick up the phone, type an email or set up an event on Facebook. If you are hosting a Coffee Morning at work, why not put up a poster to maximize office participation? However you choose to invite people, remember to include the details of your event and make sure that everyone is aware of the cause you are raising funds for.

If you would like more invitations or posters, please email mrees@smom.org.au or call 02 9331 8455.

TIPS AND HINTS TO MAKE THE MOST OF YOUR COFFEE MORNING

Plan ahead

In addition to raising money for a great cause the Coffee Morning is meant to be fun for both you and your guests. Make sure you can enjoy your event by being organized and having everything set up in advance of your guests' arrival. By planning ahead you can ensure that you enjoy the company of your guests rather than spending all your time in the kitchen.

Coffee Morning Checklist:

- Coffee/tea
- Milk
- Sugar
- Cups
- Biscuits/cakes (if applicable)
- Donation box
- Donation coupons
- Pens/pencils

Ideas to make more of your Coffee Morning

- **Have a 'bake-off'** - ask your guests to bring a baked contribution to enjoy with your coffee. If you want to take it to the next level, you can even have a competition for the best cake or raffle them off (see below).
- **Hold a raffle** - not only will this help raise extra money for Coats for the Homeless it can also add a bit of extra fun to your event. You could ask businesses around your local community to contribute prizes or even bake a prize for the winner.
- **Have a theme** - Having a theme is not just about having a fancy dress party anymore. Food, music and party games can all be used to make your Coffee Morning that little bit different.



Coats for the Homeless
Coffee Morning

COLLECTING DONATIONS AND PAYING MONEY IN



Collecting donations

After all of your efforts to organise your Coffee Morning you want to ensure you raise as much money as possible for the Coats for the Homeless project. Here are some steps to help you do this:

- **Provide a donation box** for your guests on a table with the donation coupons for your guests to complete. TIP: It is probably best to make an announcement to your guests so that they know where this is.
- **Include donation information on your invite** so that even if guests can't make it they can still donate to the cause. Donations can be made online at www.coatsforthehomeless.org.
- **Ask with your employer about dollar matching.** Many businesses have dollar matching policies for when their employees raise money for a charity. It is worthwhile checking if your employer has such a policy as this could double the money you raise.

Paying money in

Contained in this pack is a donation paying in form. We ask that you complete and return this with your guests donation and completed coupons so that we can send them tax deductible receipts.

YOU ARE READY TO GO!

Thank you again for becoming a Coats for the Homeless Coffee Morning host and helping us provide more homeless Australians with some comfort each winter.

Please share with us the details of your Coffee Morning as we would like to use this to inspire others. Contained in this pack is a Media Form that we will use for an article in our October newsletter. Please return this with your Donation Paying In Form and email any pictures of your event to mrees@smom.org.au.

Best of luck and enjoy!

HOMELESSNESS IN AUSTRALIA

- Every night of the year around 20,000 Australians 'sleep rough'.
- Almost 80% of the homeless population are families.
- One in four homeless persons are under 18.
- The causes of homelessness are many and varied; domestic violence, poverty, unemployment, family breakdown, mental illness, sexual assault, addiction, financial difficulty, gambling and social isolation can all result in homelessness.



Coats for the Homeless
Coffee Morning