

A  
**Cuppa**  
for **Kare**



WELCOME  
PACK



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# Welcome

Thank you for volunteering to host a fundraising event for Cuppa for Kare! Your involvement is crucial in helping Kare to achieve our mission.

At Kare, we have been providing supports and services to people with intellectual disabilities and their families since 1967, empowering thousands of individuals to live the life of their choosing.

Over the years our organisation has evolved and grown immensely. In 2023 alone, we achieved the following:



These figures demonstrate the kind of impact that Kare has. This impact would not be possible without dedicated, compassionate supporters and community members like you.

As you gather with friends, family, neighbours or colleagues for your Cuppa for Kare event, remember that there are many ways to get involved and make a difference. Whether through donations, volunteering, hosting an event, or simply spreading the word about Kare and what we do, every effort counts.

We hope you enjoy your event and the sense of community it brings. Thank you once again for your support and for being an important member of the Kare community.



**Deirdre Murphy**  
Chief Executive Officer

# Creating your Cuppa for Kare event

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## 1 Plan ahead

- Set a date and time: Choose a convenient date and time for your guests (tip: 1st October is International Coffee Day, but any day is fine!).
- Choose your location: This could be your home, workplace, school or available community space. Make sure you have informed anyone else who uses the space.

## 2 Spread the word

- Create invitations: Create invitations with your event details (see pages 5–6 for templates).
- Send invitations: You can use email, printed invitations, social media and posters/flyers.
- Use your networks: Linking with local community groups can be a great way to get the word out there. Maybe you can share with some of your WhatsApp groups.
- Think about contacts who could help with organising or provide supplies for your event. It never hurts to ask!

## 3 Prepare the essentials

- Beverages: Offer a variety of coffees and teas, and consider including decaf and/or cold options.
- Snacks: Provide snacks such as biscuits, pastries or other baked goods. You could make/purchase your own, ask a local supplier for a donation, or ask your guests to bring some along.
- Donations: Make sure your guests know how to donate and enter the Cuppa for Kare raffle (see page X for help with this).

## 4 Create a vibe

- Setting: Make sure there is enough space for people to gather and have some seating available for those who need it.
- Decorate: Simple decorations like flowers, tablecloths, bunting and banners (see page x for more).
- Music: Play some nice background music (tip: search for a “coffee morning” playlist on Spotify or YouTube!).

## 5 Engage your guests

- Ice-breakers: Have a few conversation topics or games ready to help guests mingle, relax and get to know each other.
- Promote the cause: Tell people about Kare and what their donations will help to fund.
- Encourage donations: Make sure your guests know how to enter the Cuppa for Kare raffle to win some great prizes.

## 6 Share the event

- Social media: Share photos and updates before, during and after so people know about your event.
- Send your photos to [communications@kare.ie](mailto:communications@kare.ie) so we can share them on our channels too!
- Afterwards: Let your guests and community know about how much you raised using the posters, social media etc (see page 11).

# Templates and resources

The next few pages contain a selection of templates and resources that you can use to help plan, promote and decorate your event.

Feel free to photocopy these pages, or scan the QR code if you would prefer to download them digitally and print them off.

- Promotional poster/invitation
- Social media templates
- DIY bunting
- Raffle and donation information

If you need any other support with running your event, please don't hesitate to contact us at [fundraising@kare.ie](mailto:fundraising@kare.ie) or phone 087 4846262.



YOU'RE INVITED TO...

# A Cuppa for Kare



Join us for a coffee morning in aid of Kare, a local charity that supports people with intellectual disabilities. There'll be tea, coffee, treats and chats, plus your chance to enter a fantastic raffle!

**Hosted by:**

**Date:**

**Time:**

**Location:**

**For more info, contact:**

COME AND HAVE A...

Cuppa



for Kare

Join us for a coffee morning in aid of Kare, a local charity that supports people with intellectual disabilities.

There'll be tea, coffee, treats and chats, plus your chance to enter a fantastic raffle!

**Hosted by:**

**Date:**

**Time:**

**Location:**

**For more info, contact:**

# Social media

Below are some visuals that can be used to promote your event on social media. The details of your event can be included in the text of each post.

To download digital versions or get an editable Canva file to use, please contact [communications@kare.ie](mailto:communications@kare.ie).





# DIY bunting

Photocopy and cut out as much bunting as you need and use string or wool to thread it together.



# Cuppa for Kare



**Kare**

Promoting Inclusion for People  
with Intellectual Disabilities

[www.kare.ie](http://www.kare.ie)

# Cuppa



# for Kare

## RAFFLE

### Scan below to enter!

or visit [www.kare.ie/raffle](http://www.kare.ie/raffle)

*€5 per ticket  
or 3 for €10*

*All proceeds  
go to Kare*

*Amazing  
prizes!*



THANKS FOR BEING PART OF

A

Cuppa



for Kare



Thank you to everyone who attended and donated to our Cuppa for Kare event!

All of the money raised by our event will go towards enhancing Kare's services and supports for people with intellectual disabilities.

Hosted by:

Date/location:

Grand total raised:

€