

# WaterAid toolkit for fundraisers

# The Great Soroptimist Tea Party



WaterAid transforms lives by improving access to safe water, improved hygiene and sanitation in the world's poorest communities.

Registered charity numbers 288701 (England and Wales) and SC039479 (Scotland)



# The Great Soroptimist Tea Party



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## Why have a tea party?

The Great Soroptimist Tea Party is a great way to celebrate the Soroptimists' 75th anniversary with friends, family or colleagues while raising money to support WaterAid's vital work.

- Globally, one in eight people live without access to safe water. Every day, millions of people, particularly women and children, spend hours walking miles just to get enough water for their family's cooking, washing, drinking and cleaning needs.
- Over two billion people worldwide do not have anywhere safe and private to go to the toilet, exposing them to danger, disease and indignity.
- Every day, 4,000 children die from illnesses caused by poor sanitation and unsafe water. On average, in rural Africa, women spend 26% of their time collecting water, which often means having to walk up to six miles or more to the nearest water source.

**Help WaterAid break this cycle of poverty and disease by organising your own tea party!**

### Your tea party will make a big difference:



- £110** could pay for a city water kiosk in Burkina Faso.
- £240** could pay for hygiene promotion training for 120 people in rural Nigeria.
- £450** could pay for a deep handpump providing water for 100 people in Bangladesh.
- £1,150** could pay to train 200 handpump caretakers in India.
- £2,020** could pay for a school sanitation block for 200 children in Madagascar.
- £4,328** could pay for a gravity-flow water scheme providing water for 300 people in Uganda.

WaterAid will use your money where the need is greatest.

## New toilets make all the difference at school



Valy, from Madagascar, explains the difference a latrine has made at her school, “Now we can enjoy washing our hands everyday which makes me feel clean and happy. I have learnt every time you leave the loo you wash your hands and you have to wash your hands before eating too.

“The loo is clean now and there is no dirt around it. We used to go everywhere and it was dirty – all around the school. My lessons about hygiene are my favourite.”

## Fundraising ideas

It's a good idea to set a fundraising target. Remember to be realistic but it doesn't hurt to be ambitious!

**Just £15 can enable one person to access safe water, improved hygiene and sanitation, so imagine the impact your event could have!**

Think about how you are going to raise funds at your tea party or event.

You could:

**Sell tickets** – charging entry to your event is a really simple way to raise funds! Remember though, if money from the ticket price is going towards expenses such as the venue hire, you must make this clear in all your communications/advertising.

**Gift Aid** – if you are not selling tickets to your event and would prefer to ask for a donation, you could be eligible for Gift Aid. This allows WaterAid to increase your gift by 28%! Your donation can be sent in as one final amount but with completed Gift Aid forms. If you would like us to send these out to you, just let us know.\*\*\*

**Buckets of pennies** – search the back of your sofa and put your loose change to good use! Collect buckets of pennies and help WaterAid turn them into buckets of water! Let us know if you need stickers for your buckets.

**Water tax** – make a donation every time you use water at your tea party! Drinking, flushing, washing etc. Have a WaterAid box by each location with a sign. If you would like us to send you some boxes, let us know.

**Auction** – whether it's fine art, an exciting work day experience (eg at the zoo!), lunch with a local celebrity, a sea kayaking trip, or whatever special items or opportunities you might have at your disposal, an auction can work a treat as a little extra at your event! Why not call local companies and see if they are willing to donate an item?

**Raffle** – raffles are an excellent way of raising funds to supplement an event. There are certain regulations you must adhere to though – so do follow the rules. For raffles held at events such as fetes, dinners or dances, tickets may only be sold on the premises during the event, no more than £250 may be spent on prizes and there must be no cash prizes.

**Bingo** – play bingo at your tea party! Ask people to donate some prizes and take donations from those who wish to enter.

**Clothes swap** – this is a great way to get rid of old clothes and pick up some new ones at the same time. Everyone's a winner! Ask people to bring along any unwanted items and charge whoever wants to take part. Set a minimum number of items per person and remember to ask for the clothes to be clean and in good condition. Everybody arranges their clothes onto tables and picks what they would like.

**Cake sale** – bake some treats and sell them at your party.

**Jumble or 'bring and buy' sale** – decorate your venue in a watery theme and then sell, sell, sell!

**Quiz** – it's a classic! Hold a general knowledge quiz with prizes at your event and charge a fee for each individual to take part. Contact us for some watery questions!

**Karaoke** – have a sing along after your tea party or event with a prize for the best performance and charge people to take part.

\*\*\* Gift Aid can be claimed so long as: 1. The payment is not mandatory eg the suggested donation for entry is £10 2. It is made clear in all materials that the payment is not mandatory, using the following wording 'payment to attend this event is not mandatory, but we would suggest a donation of XX' 3. Attendees are able to enter the event without payment of donation 4. Non donating attendees get the same benefits as paying attendees 5. A Gift Aid declaration is held for each individual donor



**WaterAid can provide resources to help with your fundraising, including information leaflets, stickers, posters, and collection buckets and tins. Just contact us!**

## Publicity

The funds you raise to support WaterAid's work are essential, but raising awareness is vital too.

The following will help publicise your event:

- Posters and flyers – you could design and print these yourself or approach a local company to see if they'll support your fundraising by offering their services free of charge. You could offer them free publicity in return by placing their logo on your materials.
- A well known face – get a local celebrity involved to encourage local media support.
- Press releases – email these to local papers, magazines, radio etc before and after your event.
- Photos – remember to take good quality photos to accompany any media coverage.
- Local Media Coordinator – WaterAid may have a volunteer in your area who can generate local media coverage on your behalf. Contact [pressoffice@wateraid.org](mailto:pressoffice@wateraid.org) for details.

If you are using WaterAid's name and/or logo in publicity materials please send a draft to us before publication. If you are creating your own publicity materials, please make it clear that you are fundraising in support of WaterAid but that you do not represent us. We have an 'in support of WaterAid' logo available for use on your materials. Please email us for a copy of this. When using this logo please include our registered charity numbers, written: Registered charity numbers 288701 (England and Wales) and SC039479 (Scotland).

## Safe and legal

### Risk assessment

As an event organiser you have responsibility for the health and safety of the members of public who are taking part in your event. Completing a risk assessment will help you to consider all areas of safety, so that you can weigh up whether you have taken enough precautions to prevent harm. You can download a Risk Assessment Template from [www.wateraid.org/safeandlegal](http://www.wateraid.org/safeandlegal).

### Safety considerations

Ensure that there is someone present at your event with first aid training and that there is a first aid box at the venue. It is also essential that there is good communication between all your helpers in case of an emergency. If you are serving food please follow the Food Standards Agency guidelines – for more information see [www.food.gov.uk](http://www.food.gov.uk).

**More information on the health and safety aspects of holding your event can be found at [www.wateraid.org/safeandlegal](http://www.wateraid.org/safeandlegal).**

### Insurance

Any event involving the public requires public liability insurance. If you are unsure about how to go about this contact your Local Authority for more details or contact WaterAid for advice.

WaterAid can take no responsibility for any injury, losses or damage caused or sustained as a result of fundraising events in support of WaterAid. It is the responsibility of the event organiser to comply with legal and safety regulations.

### Handling cash

Any money that you collect at your tea party should be handled, counted and recorded by at least two people wherever possible. Any cash should be kept and counted in a secure and safe environment. This and any other money you receive should be banked as soon as possible to prevent loss or theft.

### Sending in your funds

When you have banked your funds please use the form at the back of this toolkit to send us your donation. Please make your donation via cheque – made payable to WaterAid.

### Feedback

We'd love to know how you get on, so please do contact us at [community@wateraid.org](mailto:community@wateraid.org) with stories and photos from your event!

## A life-changing water source

Mrs Gamma, from Lifuwu Village, Malawi, talks about how improved access to safe water has affected her community, “We decided to get together to form a committee a couple of years ago because we were so concerned about problems with our open wells in this area. We didn't know what to do as a committee though and it wasn't until WaterAid came along that we were able to do anything constructive. WaterAid showed us the way forward.

“The well used to be unprotected and our children were always sick. We spent so much time taking our children to hospital when we really just wanted to work in the fields to get a good harvest for our food and livelihood.

“Now we have clean water there is so much time in our lives. We are now taking part in building bricks for a new school for our children. We also want to benefit from much better sanitation. In 10 years time I want disease to be reduced and lots of manure for our gardens from the pit latrines. By getting a better harvest we'll be able to start selling surplus produce and make some money. This handpump has made me feel free to think about the future.”



Your event can help WaterAid transform lives by improving access to safe water, improved hygiene and sanitation in the world's poorest communities.

Thank you!



# donation and response form

**Please accept my/our donation of £ \_\_\_\_\_**

Please send your cheque (made payable to WaterAid) along with this form to:  
**WaterAid, 47-49 Durham Street, London SE11 5JD**

Using this form to send us your donation and quoting your supporter number when getting in touch helps WaterAid keep administration costs to a minimum.

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**Who is the donation from?** Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Name of club: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home/mobile/work tel (please specify): \_\_\_\_\_

**Please tell us about your event:**

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Total raised: \_\_\_\_\_

How the money was raised: \_\_\_\_\_

Once we have recieved your completed form your donation will be acknowledged.

**Thank you for raising money for WaterAid!**

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We are always looking for good examples of fundraising for our website and publications. If you have any photos or stories you would like to share please call **020 7793 4594**.

Any comments on our resources are gratefully recieved please call the number above with your feedback.

Please tick here if you require this information in large print format or alternative formats

Your support makes our vital work possible. We'd like to keep in touch with you to tell you more. If you don't want to hear more from WaterAid and WaterAid Trading Ltd just let us know.

