



# Make Time for Tea

this September to mark  
Childhood Cancer Awareness Month

Thank you for planning a tea party to mark Childhood Cancer Awareness Month. We couldn't think of a nicer way to help raise awareness about retinoblastoma and some much needed funds for CHECT than getting together with your friends and family over a pot of tea and some yummy cakes. However much you manage to raise, it will all help us to continue to support families and individuals, raise awareness and continue research into this devastating disease.

This pack is full of ideas and tips to help organise your party with some inspirational themes and ideas, as well as favourite cake recipes from some of the CHECT team. If there is anything we haven't covered here, you can always contact us on 0207 377 5578 or [info@chect.org.uk](mailto:info@chect.org.uk)

We would love to hear how your party goes and any photos we can share on social media would be great to inspire more people to get involved.

*Thank you for your  
support.*



## ADVICE FROM THE CAKE BAKE MARATHON EXPERT

“It started with me thinking it would be a good fundraiser to have a small cake sale at work. Then I thought that if I was going to be baking on the Sunday for a Monday sale, I could get my daughter involved and she could sell a few cakes from the front yard and then take the rest into the office. It turned out to be more successful than I'd thought and in the end we sold out! It was really interesting as the passing neighbours were more generous knowing it was for charity and we also talked to people about the symptoms of Rb and gave out leaflets, so much more than a fundraiser.



The work one was much easier as the baking load was shared. Friends agreed to bake and other colleagues who I hadn't asked directly joined in. We had a wonderful spread! Again I gave out leaflets and had many conversations about Erin and her Rb, and the importance of knowing the signs.

That week I also organised a cake sale at my choir, which is a large group that has a strong bond and, as it turns out, really likes cake. Again, I asked a few of my closest friends to help but also made a general announcement for bakers and buyers. The result the following week was two tables overflowing with cake and a real scrum to get to them. This has gone down in 'Songworks' history as the 'Step away from the cakes rehearsal' and was cited at the end



of the year as a highlight by the choir leader.”

## THE ULTIMATE TEA PARTY PLANNER

### *Do you want a theme for your event?*



There are some suggestions we came up with in the office or you may have your own ideas. You know your guests best, what would they enjoy? Let your imagination run free.

### *Book the date and venue*



Deciding how many people you want to come will probably help you decide on the venue. You could hold your party at home, at work, the local village hall or even a local club. Make sure you have enough time to organise it. We can help publicise your event and give you any support you need.

### *Invite your guests*



Use the invitations and posters enclosed to spread the word about your special event and don't forget social media. It is always worthwhile telling people why you're holding this event to encourage them to support you.

### *Prepare*



Time to start baking cakes and goodies. Get friends and family involved as well. You can never have too much cake. If you are holding a raffle, see what prizes you can secure and decorate the venue for the day.

### *Enjoy the day!*



Thank everyone for coming and donating items. It is always nice to let them know how much the event raised.



## ADDITIONAL PUBLICITY

We have already mentioned the posters to publicise your event. There are some included in this pack but you can also download them at [www.chect.org.uk/teaparty](http://www.chect.org.uk/teaparty).

If you want to promote your event and awareness about Rb and CHECT to a wider audience, we have developed a template press release you can use which is included in this pack. You can personalise this with the details of your party and the reason why you chose to support the Childhood Eye Cancer Trust. Local journalists are often keen to hear about events and stories in the community.

If your story is published it will help to raise awareness of retinoblastoma this September. All you need to do is send your press release to newspapers, magazines, websites and radio stations in your area. Like us, the media love photos and may ask for some, so make sure you get snapping during your event.

Send your pics to [info@chect.org.uk](mailto:info@chect.org.uk) and we will share them on our website, social media and in our newsletters to inspire others. Don't forget to tag us in your photos if you post them on your own page!

## TOP TIPS - to help you maximise your fundraising

- ☕ Set a target – you could then have a running total throughout the day to see how close you are getting to meeting that target.
- ☕ Have a cake sale – that way guests can take some home to family and friends who couldn't attend. You could always take any leftovers to work or a local company for a donation.
- ☕ Hold a raffle – ask local companies if they would donate a prize. We can send you a letter of authority to use confirming the prize is for a fundraising event for CHECT
- ☕ Matched funding – it is always worth asking your place of work if they would be willing to match fund any money you raise. A lot of firms run schemes like this now.
- ☕ Get quizzical – hold a quiz with an entry fee for each team and a fabulous cake for a prize perhaps. This can be a great ice breaker to get people mingling. Enclosed is our ideas for questions but please do follow your own themes.
- ☕ Have an entry fee for everyone coming along in exchange for a free cup of tea.
- ☕ Play games – create a topical tasting game by asking competitors to try different cakes or drinks blindfolded. Ask your guests to complete the enclosed Gift Aid form which will enable us to claim an extra 25p for every £1 they donate at your tea party, at no extra cost to them.

## SOME THEMED IDEAS TO GET YOU STARTED

### *The Vintage Tea Party*

Pick a decade and get everyone to dress up in the clothes of the time. Create your tea party table to match the theme, cups and saucers for the 40s and perhaps mugs for the 70s. Hang bunting and balloons from the ceiling. Put on some suitable music and get everyone in a nostalgic mood.

### *The Teddy Bears' Tea Party*

This one works really well outside if the weather is good. A picnic rug and lots of cushions make a fantastic base for your party. Make sure there is enough room for your additional bear guests. If you are indoors, create a magical atmosphere with fairy lights and pictures of trees around the room. Teddy bear themed activities could include face painting or fancy dress. It is a great time for a treasure hunt as well.

### *The "Make Time for Tea at Work" Tea Party*

This is a great opportunity to catch up with your colleagues. Advertise the time, date and venue of your tea party using the posters and invitations to let people know about the tea party. Ask for a donation for a cup of tea. Get some inter-department competition going with a bake off and see who can bake the best cake. Hold a cake sale.

### *The Party Games Tea Party*

Do you remember all the great parties you went to as a child? Brilliant games such as pass the parcel, musical chairs and quizzes followed by a fantastic tea. Recreate your childhood and have some fun with friends and family. Don't forget the party bags at the end of the event, for a donation of course. Try using CHECT's quiz questions or create your own.

## RESOURCES WE CAN HELP WITH

- 🍵 Posters
- 🍵 Invitations
- 🍵 Bunting • Balloons
- 🍵 Collection boxes
- 🍵 Wristbands and/or gold ribbon pins for a £2 donation
- 🍵 Tea party quiz
- 🍵 Gift Aid form
- 🍵 Press release template
- 🍵 Recipes

Some of the materials in your pack are also available to download from [www.chect.org.uk/teaparty](http://www.chect.org.uk/teaparty).

If you run out, you can also contact [info@chect.org.uk](mailto:info@chect.org.uk).

## HAYLEY'S YUMMY CHOCOLATE BROWNIES



### *Ingredients*

100g butter  
40g cocoa powder  
180g brown sugar  
50g self-raising flour  
50g dark chocolate  
2 eggs

*Plus a 10x6 inch non-stick baking tray greased and lined*



### *Method*

Preheat the oven to gas mark 4/180°C.

Put all the ingredients into the cake mixer at the same time and mix.

Then into a lightly greased and lined non-stick baking tray (25.5 x 15cm).

Cook for 30 mins.

# LIZZIE'S MARVELLOUS MARBLE CAKE



## *Ingredients*

225g softened butter

225g caster sugar

4 eggs

225g self-raising flour

3 tablespoons milk

1 teaspoon vanilla extract

2 tablespoons cocoa powder

*Plus a 20cm cake tin greased and lined.*



## *Method*

Preheat the oven to gas mark 4/180°C.

Tip the butter and sugar into a bowl and beat together, then add the eggs, one at a time, mixing well after each addition. Fold through the flour, milk and vanilla extract until the mixture is smooth.

Divide the mixture between two bowls. Stir the cocoa powder into the mixture in one of the bowls. Take two spoons and use them to dollop the chocolate and vanilla cake mixes into the tin alternately. Take a flat knife and swirl it around the mixture in the tin a few times to create a marbled effect.

Bake the cake for 45-55 mins until a skewer inserted into the centre comes out clean. Turn out onto a cooling rack and leave to cool.

# MOLLY AND ANNIE'S CHOCOLATE KRISPIE RAISIN CAKES



## *Ingredients*

2 x 100g bar milk chocolate

180g Rice Krispies

Lots of raisins

*My daughters donated  
this super easy recipe!*

## *Method*

Break the chocolate bar into cubes and place in a plastic bowl. Put in the microwave on full power for 30 seconds. Take out of the microwave and stir. Do this again for periods of 15 seconds until all the chocolate has melted. Taste frequently (!! ) and be careful not to over melt or burn the chocolate.

When the chocolate is runny get a bigger bowl, pour in all the Rice Krispies and then slowly add the liquid chocolate to the Krispies. Stir gently so you don't smash all the Krispies and continue until all the chocolate is mixed in. Add raisins to this mix – as many as you want – they are absolutely delicious.

Spoon the contents of the bowl into about 20 cupcakes. Leave for at least an hour in a fridge until they are cold and solid – then taste one for a little reward.

## PETRA'S DELICIOUS LEMON DRIZZLE



### *Ingredients*

225g unsalted butter, softened

225g caster sugar

4 eggs

finely grated zest of 1 lemon

225g self-raising flour

For the drizzle topping

juice 1½ lemons

85g caster sugar

*Plus a 21 x 8cm loaf tin greased and lined.*



### *Method*

Preheat the oven to gas mark 4/180°C.

Beat together the butter and caster sugar until pale and creamy, then add the eggs, one at a time, slowly mixing through. Sift in the flour, then add the lemon zest and mix until well combined. Then spoon the mixture into the tin and level the top with a spoon.

Bake for 45-50 mins until a thin skewer inserted into the centre of the cake comes out clean. While the cake is cooling in its tin, mix together the lemon juice and caster sugar to make the drizzle. Prick the warm cake all over with a skewer or fork, then pour over the drizzle – the juice will sink in and the sugar will form a lovely, crisp topping. Leave in the tin until completely cool.

## LESLEY'S FAVORITE BANANA LOAF



### *Ingredients*

100g butter (softened)

150g caster sugar

2 eggs, beaten

2 ripe bananas, mashed (I often use 3)

225g plain flour (I sometimes replace this with wholemeal plain flour for a slightly healthier option, tastes just as good)

1 level teaspoon baking powder

1 level teaspoon bicarbonate of soda

2 tablespoons boiling milk

*Plus a 2lb loaf tin greased and lined*

*DELICIOUS!*

### *Method*

Preheat the oven to gas mark 4/180°C.

Cream butter and sugar until light and fluffy, then beat in the eggs and bananas. Sift flour and baking powder together. Stir bicarbonate of soda into the boiling milk. Then fold both into the creamed mixture.

Turn into the tin and bake in the centre of the oven for 1 hour, or until well risen and golden brown.

Turn out and leave to cool on a wire rack.

## JULIA'S RHUBARB CRUMBLE BARS



### *Ingredients*

400g forced rhubarb, chopped into small pieces

100g caster sugar

200g butter

200g plain flour

170g soft light brown sugar

1 tsp ground ginger

30g rolled oats

1 medium egg (yolk only)

*Plus a 23cm square tin greased and lined.*



### *Method*

Preheat the oven to 200°C, gas mark 6. Place the rhubarb into a roasting dish and sprinkle over the cater sugar. Roast for 25–30 minutes or until the rhubarb begins to soften and becomes jammy. Strain off any excess liquid. Remove from the oven and allow to cool. Turn the oven to 180°C/gas mark 4.

Put the butter, flour, brown sugar and ginger into a food processor, and whizz until fine breadcrumbs form. Spoon half the mixture into a small bowl then stir in the oats. This will be the crumble topping. Add the egg yolk to the remaining mixture in the food processor and pulse until a dough forms.

Press the dough into the bottom of the tin pushing it right into the corners until it is a flat, even layer. Prick all over with a fork, and bake for 10 minutes near the bottom of the oven to dry it out slightly.

When the base is slightly crisp, spread the rhubarb on top making sure it covers the whole base evenly.

Gently squeeze the crumble topping using your hands so it clumps together slightly, and sprinkle it over the rhubarb.

Bake for 40 minutes or until the topping is golden brown and the rhubarb is bubbling through.

Leave to cool for 15 minutes then slice the tray bake into 14 bars. Eat warm or chill in the fridge

## HOW TO PAY FUNDS TO CHECT:

If you are donating by BACS transfer, please use the following details

Account name The Childhood Eye Cancer Trust  
Account No. 00088630,  
Sort Code 40-52-40.

Please put your surname in the reference box so we can recognise who the payment is from on the bank statement.

If you are donating through the “Donate” button on our website – here is the link <http://www.justgiving.com/chect/donate/> Simply email us the receipt.

You can pay by cheque made payable to “The Childhood Eye Cancer Trust” and send the envelope to:

Childhood Eye Cancer Trust,  
The Royal London Hospital  
Whitechapel Road  
London  
E1 1BB

Whichever method you use we are extremely appreciative of your support and we acknowledge all donations.

We record your details on our secure database to keep you up-to-date with our work. We never sell or swap your details with any third parties for commercial purposes. You can opt out at any time by contacting us at [info@chect.org.uk](mailto:info@chect.org.uk) or calling 0207 377 5578

Please encourage everyone taking part / your eligible sponsors to make Gift Aid declarations (using their home address). We can then claim an extra 25p for every £1 donated.