



Morning tea for Nepal



HOLDING A MORNING TEA FUNDRAISER FOR NEPAL EARTHQUAKE SUPPORT

- 1 Get a group of 2-5 members together** to arrange the morning tea. Decide on the date and time.
- Decide how you're going to **arrange food and drinks** – will you ask staff to bring biscuits/cakes or will your group supply everything?
- Decide **how much you're going to charge** – a gold coin donation, \$5, \$10? Decide who's going to be on the door to collect the money and keep a record.
- 4 Download our poster from www.nswnma.asn.au/nepal** and fill in the time, place and donation info for your morning tea. **Put the posters up** around your workplace. If you have access to staff email, **send an email** letting everyone know about it.
- 5 Enjoy the morning tea.** Perhaps someone will say a few words to thank staff for attending and about the situation in Nepal.
- As soon as possible after the morning tea, get the organising group together to verify the amount raised and transfer it to Union Aid Abroad (APHEDA) – online via credit card at **https://secure.fantasticone.com/apheda/order_form.php** (select Nepal Earthquake Appeal under One-off donations) or via cheque to **APHEDA Inc, at Level 3, 377-383 Sussex St, Sydney 2000.**
- Please **DO NOT** send money to NSWNMA!

