



# HANDY HOSTS HANDBOOK



Waipuna Hospice Cuppa  
YOU, ME & A CUP OF TEA





# WELCOME AND THANK YOU

## WELCOME TO WAIPUNA HOSPICE CUPPA

The team at Waipuna Hospice, the hundreds of patients and their families we support, can't thank you enough for choosing to host a Waipuna Hospice Cuppa to raise both awareness as well as crucial funds for such a special charity. Your generosity and hard work means so much to so many.

**"Teaism is a cult founded on the adoration of the beautiful among the sordid facts of everyday existence. It inculcates purity and harmony, the mystery of mutual charity, the romanticism of the social order. It is essentially a worship of the Imperfect, as it is a tender attempt to accomplish something possible in this impossible thing we know as life."**  
**- Kakuzō Okakura**

Here at Waipuna Hospice, we love a cosy cup of tea, or coffee, juice or even a tasty cocktail between you and me!



# WHY YOUR SUPPORT MEANS SO MUCH

Waipuna Hospice provide a range of specialist community palliative care, and hospice services for people facing life limiting illnesses. We care for over 1000 patients per annum, a figure only set to increase in the coming years.

All our specialist services are offered at no cost to our patients. We also offer support to family, friends and carers as they face such difficult times.

Waipuna Hospice is not funded by the government, while some of our services are contracted from the District Health Board. Hospices are independent charitable organisations providing care and support at no cost to the people using our services. Whilst there is no cost to the people using hospice services it costs a lot to provide.

We need to raise \$3.7 million in the coming financial year to meet the shortfall in our operating costs. That's a little over \$71,000 per week!

It is people like you that make all the difference to charities such as Waipuna Hospice. Every cent raised has a huge impact on hospice and the lives of the people within it.



WE NEED \$68 EACH DAY TO PROVIDE  
RESOURCES AND INFORMATION TO PATIENTS.



WE NEED \$140 EACH DAY TO PROVIDE AN  
ON-CALL NURSE.



WE NEED \$175 EACH DAY TO PROVIDE A  
TOOLBOX SESSION.



WE NEED \$1,330 EACH DAY TO PROVIDE  
FAMILY SUPPORT.





## EMMA DUNCAN'S STORY

Emma Duncan's father, Ross, was cared for by hospice in 2017. This is her story...

"There is now a defining day in our lives which is life before and life after. On August 17 2016, Ross was on his way home from work when he suffered a massive seizure. He was rushed to hospital where a scan revealed he had a brain tumour, metastatic melanoma. It was so aggressive that after one month, there were five tumours.

At only 60, Ross so badly wanted to live. He had so much left to see, do and love that he underwent grueling radiation and immunotherapy, which sadly failed. In March 2017, he was given just 8 weeks left to live.



In those eight weeks our worlds stopped and we spent every waking moment with Ross. We talked, laughed, sung and cried. WE talked about the future and made plans, even though we knew they were only dreams.


On the eight week, one afternoon Ross suffered a massive seizure at home, which was then followed by over 100 seizures that night. The horror was unimaginable and we had no choice but to go to hospice. This left our family devastated as we wanted to spend our final moment at home. Even the word 'hospice' was something we tried to protect him from. We felt as if we had failed.

However, from the moment we arrived until we left, we were all cared for in such a way that there are no words, that can truly explain the experience. It was our home away from home, and it was the best place for us to be, we hadn't failed at all, Hospice thank you.

It was while my dad was in hospice care we discovered that hospice relies heavily on donations., and it is not until you experience the need that you realise it's importance."

Waipuna Hospice looks after people like Ross, at no cost to the patient and their family. Through the hard work, dedication and generosity that you - our amazing Waipuna Hospice Cuppa hosts provide, we would not be able to continue to offer this special care.





# TIME TO BEGIN YOUR WAIPUNA HOSPICE CUPPA JOURNEY...

Congratulations on putting your hand up to be a Waipuna Hospice Cuppa host. We can't begin to put into words how much we appreciate your support.

Now that you have taken the first step by registering, it's time to start focusing on planning your big event! We have tried to make it as easy as possible by providing you with a handy step-by-step process to ensure your event is the best it can be.



## 1. PICK A DATE

Make sure you also think about the type of Waipuna Hospice Cuppa you want to have. Morning, noon or night? Tea, coffee, cocktails? How big is your Waipuna Hospice Cuppa going to be? Are you having a Waipuna Hospice Cuppa at work? School? Home?

## 2. DECIDE ON YOUR FUNDRAISING GOAL

It is important to set an achievable goal you and your guests would like to reach. Challenge yourselves but don't make it unrealistic.

## 3. INVITE YOUR GUESTS

- Making an event on a social media platform such as Facebook, is a great way to invite guests and keep them up to date with any changes or reminders!
- Feel free to use our printable invites to send out to your guests as well,

## 4. PROMOTE YOUR EVENT

Social media is a fantastic way to promote your event to friends, family and colleagues. Make sure to tag us on Facebook @WaipunaHospiceTauranga and Instagram @waipunahospice.

## 5. PUT THE 'FUN' INTO FUNDRAISING

Whether you have decided to host a small or large Waipuna Hospice Cuppa, it doesn't matter. Every Waipuna Hospice Cuppa can be made fun and exciting. Use our Waipuna Hospice Cuppa downloadable quizzes as well as printable decorations to make it exciting and entertaining. More information on tips and tricks to making a first class Waipuna Hospice Cuppa can be found on page 8.

## 6. PAY IT IN

Now that you have paid it forward, all that is left to do is pay it in! For all the information on paying it in, head over to page 13.

## 7. CONGRATULATIONS! YOU'VE DONE IT!

Well done! You have made an impact, not only on the operation of Waipuna Hospice, but also the lives of patients and the family and friends we care for.



# MOUTH WATERING WAIPUNA HOSPICE RECIPES

## ANNABEL LANGBEIN'S SHREWSBURY BISCUITS

These are such a pretty biscuit to take to a shared morning tea, or make a lovely gift.

**Ready in 40 mins**

**Makes 15 double biscuits**

180g butter, at room temperature  
1/2 cup icing sugar, plus extra to dust  
1 tsp vanilla extract or 1/2 tsp vanilla paste  
1 1/4 cups four or gluten-free paste  
1/2 cup custard powder  
1/2 cup raspberry jam

Preheat oven to 150°C fan bake and line 2 oven trays with baking paper.

Beat butter, icing sugar and vanilla until pale and creamy.  
Sift in flour and custard powder and mix to form a very soft dough - initially it will look crumbly but when you press it together it should form a soft, pliable dough.

Roll out dough thinly (a little under 5mm) on a lightly floured bench and cut out 6cm-diameter round shapes, re-rolling leftover dough as you go. Use small star cutters to cut star shapes out of half of the biscuits. Place biscuits and stars on the prepared trays. Bake until set and dry on the top (about 20 minutes).

Coll on the tray then spread each whole biscuit with 1 1/2 teaspoons raspberry jam and place a star-cut biscuit on top. Dust with icing sugar and store in an airtight container with baking paper between the layers.

The amazing NZ chef and baker, Annabel Langbein has generously sent us a couple of her favourite recipes from her cook book 'ESSENTIAL volume Two: Sweet Treats for Every Occasion.' She has told us that these recipes come recommended when having guests over for a cuppa. Find out more at [annabel-langbein.com](http://annabel-langbein.com) or follow Annabel on Facebook or Instagram.





## ANNABEL LANGBEIN'S GLUTEN-FREE FLORENTINES

These crispy, classy biscuits are great served with coffee at the end of a special meal.

**Ready in 30 mins + cooling**

**Makes 24**

50g butter  
1/2 cup caster sugar  
1/4 cup cold water  
1/4 cup mascarpone or cream cheese  
1 tsp vanilla extract  
2 cups glace peel, finely cheopped  
1 egg white  
200g dark chocolate, to coat

Preheat oven to 160°C fan bake and line 2 oven tray with baking paper.

Place the butter, sugar and water in a post, bring to a boil then cook over a high heat for 2 minutes, swirling a couple of times so it heats evenly. Don't stir it. Remove from the heat and allow to cool for 5 minutes, then stir in the mascarpone or cream cheese and vanilla. Add almonds and peel and stir to evenly combine.

Whisk the egg white until it begins to froth, then fold into the almond mixture. Arrange tablespoon-size spoonfuls on prepared tray and spread out thinly with the back of a spoon. Bake until golden (about 15 minutes). Allow to cool and harden on the trays.

Melt the chocolate using short bursts in a microwave or in a bowl over a pot of simmering water. Spread a little over the underside of each florentine, then place chocolate-side up on a cooling rack. Leave for 10 minutes before swirling the prongs of a fork through the cholcoate to create a wave pattern. Once fully set, store in an airtight container in a cool place for up to 2 weeks or chill.



# TOP TIPS FOR A FANTASTIC FUNDRAISER

Below are some great tips to ensure that your event puts the 'fun' into fundraising, while also eliminating as much stress and hassle as possible.



## GET ONLINE

- Recent studies have shown that people tend to give more generously using an online donations system than offline. Websites such as Givealittle are great and super easy to use! Head over to [www.givealittle.co.nz](http://www.givealittle.co.nz), follow the easy steps to set up your crowd funding page and remember to click Waipuna Hospice as the beneficiary!
- Social media platforms are a great way to communication with your Waipuna Hospice Cuppa guests.



## ASK AROUND

Putting your feelers out to local businesses or figures in your community for donations of products, food or publicity for your Waipuna Hospice Cuppa is hugely successful and people are usually more than happy to help or contribute.





## ADD ACTIVITIES TO ADD TO YOUR DONATIONS

Why not add extra activities to your Waipuna Hospice Cuppa to raise a few extra pennies? Every cent helps and they are a sure fire way to add enjoyment and individuality to your event!

### DRESS UP

Get your guests to come in dress up and bring an extra donation in the form of a gold coin? A Waipuna Hospice Blue and Green theme? A hat party? Not only does it push up your total donations, it also adds an extra element of fun to your Waipuna Hospice Cuppa!

### RAFFLE

A raffle is a super easy extra way to raise extra funds!

### GUESS THE NUMBER OF LOLLIES IN THE JAR

Fill up a jar with lollies and ask your guests to don't guess how many lollies are in it. The closest to the correct number gets to keep the jar of lollies.



### Quiz

Although this may not increase your fundraising figure, a quiz is a fantastic way to get your guests involved with your Waipuna Hospice Cuppa and learn a few things along the way. Feel free to use our Cuppa Quiz provided in your Host Pack or make up your own.



## SPREAD THE WORD

Reach out to friends, family, school mates and work colleagues and let them know your fundraising goals. Even if people do not attend your Waipuna Hospice Cuppa, they are still more than welcome to donate to it.







# HOST AND WIN!

No matter how big or small the Waipuna Hospice Cuppa, every cent donated to Waipuna Hospice contributes to helping us to continue to provide first class care to those that need it. Your generosity means so much as a way to say thank you, we have some amazing gifts and prizes to give away!

## A PRIZE TO BE WON EVERY QUARTER!

These are a number of prizes to be won ever quarter, just hold a Waipuna Hospice Cuppa to be in the draw to win!



High Tea for four at Trinity Wharf



High Tea for four at Patio Rose Cafe



2 Cordless Tea Kettles from Noel Leeming



# WAIPUNA HOSPICE QUIZ

## QUESTIONS



**Waipuna Hospice Cuppa**  
YOU, ME & A CUP OF TEA

1. What is Tasseography?
2. What are the main colors of the Waipuna Hospice logo?
3. True or False - The lethal dose of caffeine is roughly 100 cups of coffee?
4. What well known tea company sponsors tea to every hospice in New Zealand?
5. How much money does Waipuna Hospice need to raise this financial year?
  - a. 1 million
  - b. 2 million
  - c. 3.7 million
  - d. 2.5 million
6. Can you list the four most common ingredients used in making an espresso martini?  
(1 point for each correct answer)
7. What is Waipuna Hospice's tag line?
8. How many retail stores does Waipuna Hospice have in the Western Bay of Plenty?
9. What nation drinks the most tea per capita?
10. True or False - New Yorkers drink almost 7x more coffee than any other city in the USA
11. What is the Waipuna Hospice vision?
12. Where is Waipuna Hospice based?
13. Black tea has how much caffeine in comparison to a cup of coffee?
  - a. 25%
  - b. 30%
  - c. 50%
  - d. 70%
14. What is the Chinese name for tea?
15. What is the botanical name from which tea is derived?
16. How can you support Waipuna Hospice?  
(1 point for each correct answer)
17. What type of specialist care do Waipuna Hospice provide?
18. True or False - Waipuna Hospice provide services free of charge to those that require them?
19. Approximately how many patients does Waipuna Hospice care for?
  - a. 100
  - b. 500
  - c. 1000
  - d. 2000
20. What is the most popular type of tea?





# WAIPUNA HOSPICE QUIZ

## ANSWERS



Waipuna Hospice Cuppa

YOU, ME & A CUP OF TEA

- 1. What is Tasseography?**  
The art of tea leaf reading
- 2. What are the main colors of the Waipuna Hospice logo?**  
Blue and Green
- 3. True or False - The lethal dose of caffeine is roughly 100 cups of coffee?**  
True
- 4. What well known tea company sponsors tea to every hospice in New Zealand?**  
Dilmah
- 5. How much money does Waipuna Hospice need to raise this financial year?**  
c. 3.7 million
- 6. Can you list the four most common ingredients used in making an espresso martini?**  
Vodka, Kahlua, sugar syrup and of course a shot of espresso
- 7. What is Waipuna Hospice's tag line?**  
Life is Special
- 8. How many retail stores does Waipuna Hospice have in the Western Bay of Plenty?**  
Six - Mt Maunganui, Fraser St, Papamoa, Katikati, Te Puke and Greerton.
- 9. What nation drinks the most tea per capita?**  
Ireland (followed closely by England)
- 10. True or False - New Yorkers drink almost 7x more coffee than any other city in the USA**  
True
- 11. What is the Waipuna Hospice vision?**  
High quality end of life care for all
- 12. Where is Waipuna Hospice based?**  
43 Te Puna Station Road
- 13. Black tea has how much caffeine in comparison to a cup of coffee?**  
c. 50%
- 14. What is the Chinese name for tea?**  
Chai
- 15. What is the botanical name from which tea is derived?**  
Camellia sinensis (is a species of evergreen shrub or small tree whose leaves and leaf buds are used to produce tea)
- 16. How can you support Waipuna Hospice?**  
Through - membership, regular donations, our bequest programme, participating in our events, volunteering or purchasing and donating to our shops.
- 17. What type of specialist care do Waipuna Hospice provide?**  
End of life palliative care
- 18. True or False - Waipuna Hospice provide services free of charge to those that require them?**  
True
- 19. Approximately how many patients does Waipuna Hospice care for?**  
c. 1000
- 20. What is the most popular type of tea?**  
Black Tea







# CONCLUSION OF YOUR CUPPA

Now that you have paid it forward, all there is left to do is pay it in!

On behalf of the patients, their families and the team here at Waipuna Hospice, thank you again so much for giving up your time to host a Waipuna Hospice Cuppa for a truly special cause. You and your guests' generosity and support is incredibly valuable.

Please do not hesitate to contact us if you have any further questions, queries or comments about Waipuna Hospice Cuppa.

**Christine Sadlier**

**[events@waipunahospice.org.nz](mailto:events@waipunahospice.org.nz)**

**(07) 552 6892**

**[www.waipunahospice.org.nz/cuppa](http://www.waipunahospice.org.nz/cuppa)**

"Alone we can do so little, together we can do so much." - Helen Keller



# WAIPUNA HOSPICE CUPPA PAY IT IN

AMOUNT RAISED

\$

NAME OF HOST

EMAIL

PHONE

PAYMENT METHOD

☐ **Cheque**

☐ **Credit Card** (Details below or pay online at [www.waipunahospice/donate](http://www.waipunahospice/donate))

☐ **Givealittle Page** ([www.givealittle.co.nz/cause/waipuna-hospice-cuppa-you-me-and-a-cup-of-tea](http://www.givealittle.co.nz/cause/waipuna-hospice-cuppa-you-me-and-a-cup-of-tea))

☐ **Cash**

☐ **Paid directly into Waipuna Hospice bank account**

030435 0469107-02 (Include your name and phone as a reference).

CREDIT CARD DETAILS

**Payment Amount**

☐ Visa

☐ Mastercard

☐ Amex

**Card Number** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Expiry Date** \_\_\_\_ / \_\_\_\_

**Signature** \_\_\_\_\_

POST TO

**Waipuna Hospice**

PO Box 16299, Bethlehem,  
Tauranga 3147

EMAIL

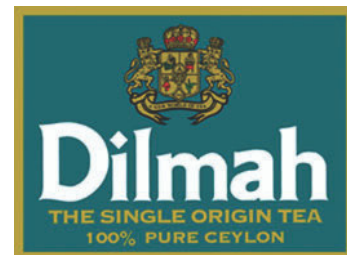
**[supporter@waipunahospice.org.nz](mailto:supporter@waipunahospice.org.nz)**



**Waipuna Hospice Cuppa**

YOU, ME & A CUP OF TEA

Thanks to our  
generous supporters



**annabel  
langbein.**



**TRINITY WHARF**  
TAURANGA



**Waipuna**HOSPICE  
Life is Special