



# Host an EquiTea

## Support young women and your colleagues



An **EquiTea** is a chance to get together with your colleagues to build connections, learn from each other and raise vital funds to support young women.

It's an informal event – in person or virtual – where you'll chat through the questions provided in your downloadable **EquiTea** pack. We've put together a mixture of topics to get your guests chatting, including questions about our research, light-hearted ice-breakers and work-focused questions.

An **EquiTea** event is similar to some of the activities we run on our **Power Hours** programme for young women, helping them to find and progress in work. Every fundraising **EquiTea** can help provide those services for more young women.



**£110 could fund a place for a young woman on our Power Hours programme. She'll meet new people, build her personal and professional network and get help to find and progress in work.**

### WHY HOST AN EQUITEA?

Strong workplace relationships are key to happiness at work and in life

At Young Women's Trust, we understand how important it is to create environments where people feel supported, celebrated, and free to be themselves. Yet, our research shows 41% of young women worry they won't get the support they need at work.

Running an **EquiTea** event in your organisation will help to create an equal world of work by supporting your colleagues to connect and have open conversations – whilst raising vital funds too.

Every friendly chat at this event – in-person or virtual – helps promote equity for young women in the workplace. Tea is optional!



# How to host an EquiTea



## BEFORE THE EVENT

- 1** Set up a fundraising page on [JustGiving](#) or another platform and share the link with attendees so they know where to donate.
- 2** Set a date and time for the event (about one hour) and spread the word among your colleagues.
  - Add it to people's work calendars and send a reminder email early in the week.
  - Let everyone know it's a networking fundraiser for Young Women's Trust and you'll be having chats with fun conversation starters provided by us!
  - Encourage guests to join with lunch or a cup of tea. If in-person, you could provide tea and biscuits or host an after-work drinks reception.
  - Include the donation link and suggested donation amount in your invitation. We suggest at least £5 per person.
  - Publicise your event using our printable poster (in-person) or flyer (virtual).

## DURING THE EVENT

- 3** Start by introducing Young Women's Trust, what we do, and why you're supporting us. Ask people to donate generously to support our work and help empower young women. Download [our Speakers' Pack](#) to help you.
- 4** Depending on the group size, you can host one large discussion, split into smaller groups or use virtual breakout rooms.

- 5** Share conversation starter questions with the group, either by screen-sharing (virtual) or using the printed physical copies (in-person). Let the conversations flow! Consider having colleagues help in virtual breakout rooms.
- 6** Allow 15 minutes per round of discussion, then shuffle the groups and repeat (3 rounds are usually enough).
- 7** Bring everyone back together and invite people to share highlights from their chats.
- 8** Ask for final donations and thank everyone for attending.
- 9** Post your event photos on social media. Tag us on [Instagram](#) and [LinkedIn](#). We'd love to see your highlights and say thanks!

## PAYING IN

Funds raised through online platforms like JustGiving will be sent directly to us – you don't need to do anything. If you've raised money another way, you can transfer it online using the [donation form](#) on our website or by making a bank transfer using these details:

- Account holder: YWCA England and Wales\*
- Sort Code: 56-00-14
- Account number: 00100315
- Reference: Please include your name and 'EquiTea'



Download your EquiTea question cards, poster and flyer at [www.youngwomenstrust.org/EquiTea-at-work](http://www.youngwomenstrust.org/EquiTea-at-work)

