

Jamuan Teh Malaysia

(Malaysia's Tea Party)



3 – 8 August 2010

Frequently Asked Questions (FAQ)

1. What is Jamuan Teh Malaysia (JAM)?

JAM is where everyone comes together to do their part for the work of the **Breast Cancer Welfare Association Malaysia (BCWA)** and the **National Cancer Society of Malaysia (NCSM)**. Hosts will invite their friends and colleagues for “makan-makan”, be it at their office, school, club, home or restaurant and at the same time helping to create cancer awareness.

2. Host requirements

Who? - Anyone who wants to support BCWA and NCSM as well as help fight cancer can qualify as a host.

When? - You can choose to host Jamuan Teh Malaysia from 3 Aug to 8 Aug. Please register before 3 August 2010 to host your very own JAM.

Where? - It can be hosted anywhere: home, workplace, community, schools, local cafes, parks, clubs, shopping complexes or anywhere you would like to. It can be a simple morning breakfast, mid-morning tea break, evening high tea or in any creative way that you choose.

3. How do I register as a Host?

- Contact us at BCWA (03-7954 0133) info@breastcancer.org.my or NCSM (03-2698 7300) contact@cancer.org.my
- Register as host by filling in a JAM Host Registration Form and a JAM Order Form

4. How do I run Jamuan Teh Malaysia?

- The host provides food, venue etc. However, you can host the Jamuan Teh Malaysia in whatever manner that suits you best.
- Assistance will be provided in the form of a JAM kit to help make your JAM a success. This includes posters, flyers, balloons, donation box, donation form, stickers, tea bags, and of course, cancer awareness material for your guests.
- You may invite as many people as you wish to host.
- You can impose an entrance or door fee, organize a contest, auction, shows, and plays or simply pass the donation form and box around to your guests. You can also help us sell our Jamuan Teh Malaysia keepsake items such as the teacups, mugs and aprons.
- As host, you are free to fundraise in your own special way. Some hosts have had their own bake sales and competitions.
- As the event is for charity, we will not be covering any expenses occurred. All proceeds from the event are to be donated to BCWA / NCSM.

5. Can any other types of drink other than tea be served?

The main drink has to be tea of course as it is Jamuan Teh Malaysia. You can serve other side drinks as well, as there may be guests who do not consume caffeinated drinks. However, **alcohol beverages are strictly prohibited.**

6. What do I do after my JAM?

- You can decide to keep the unused cancer awareness leaflets to give to your friends and family who were not at your JAM.
- Please submit the donations and form within **ten (10) days** after your event.
- Please also share photos of your JAM by emailing them to us.

We will send you a thank you letter for your participation and for our Jamuan Teh Malaysia in subsequent years, we will put up photos of your tea party for promotional or publicity purposes on Jamuan Teh Malaysia's Facebook webpage. However, media coverage is not guaranteed.

7. Where will the funds from JAM go to?

The funds raised from Jamuan Teh Malaysia will go to **BCWA and NCSM** so that they can continue to deliver cancer-related services to cancer patients, survivors, families and the public. The funds will be reconciled and distributed evenly between the two organisations. Please visit www.breastcancer.org.my and www.cancer.org.my for more information.

8. How do I submit the donations?

You can either bank-in directly to us as per the accounts below or hand in personally to us by the deadline. Please also send us back the Donation Form either by fax, by hand or mail. Our details are as follow:

Breast Cancer Welfare Association
Bank and Account No:
Maybank – 5122 3133 8381
5th Floor, Bangunan Sultan Salahuddin Aziz Shah
16 Jalan Utara, 46200 Petaling Jaya
Tel. 03 7954 0133 Fax: 03 7954 0122
Email: info@breastcancer.org.my

National Cancer Society Malaysia
Bank and Account No:
Public Bank - 3077180703
Bangunan Persatuan Kebangsaan Kanser
66 Jalan Raja Muda Abdul Aziz, 50300 Kuala Lumpur
Tel: 03 2698 7300 Fax: 03 2698 4300
Email: contact@cancer.org.my

9. Do I get a tax exempt receipt for the donations collected?

No, tax exempt receipts will only be issued to the donors themselves for the amount of RM50.00 and above.

10. If my guests want to make a donation, how do they go about obtaining the tax exempt receipt?

All donors must fill in the Donation Form and we will issue the tax exempt receipt as per the details written in the Donation Form.



*Each cup is worth it
in the fight against cancer*

