



## Bake Sale



Bake sales are a great way to broaden your cooking skills and to let your creative juices flow. Brownies, cupcakes, slices, cakes, cookies and more, are just some of the examples you can bake! Bake sales can be held at church, schools, sporting events, or even at other fundraising events, such as a games night.

### Venue

You can choose to have your bake sale at your church on a Sunday, after church is finished. As far as fees go, check with your pastor if you need to pay a fee or have some sort of license to be able to sell the food at the church.

You may wish to sell your baked goods at a local market, but ensure you meet all the requirements for this with the market/organisation you are selling it with. Make sure you book in advance and pay the necessary fees/rates you need in order to sell at your local market.

### Costs

When baking and making goods, consider how much you will need to spend on ingredients. Keep these costs in mind for when you sell your baked goods. You need to ensure you are making some profit.

If you choose to sell your baked goods at the markets, you need to make sure you have different ideas of how to sell your food. This could include individually packing the biscuits, cakes, cupcakes etc. Ensure if you choose the option of selling at the markets, that you factor in the extra costs of having a table at the markets, whether you need a license and the extra costs for packing.

## Planning your Bake Sale

### Brainstorming and Decision Making

1. Brainstorm what kind of bake sale you want to have. What might be some things you could bake and sell with the skills/knowledge of baking that you have? Do you have some people in mind who could be willing to do some baking for you?
  - a. Is it going to be its own event? (e.g. sell at church)
  - b. Is it going to be a part of a bigger event? (e.g. at a High Tea, or other fundraiser)
    - i. What size venue will you need for this?

2. Decide on a budget, taking into consideration:
  - a. The cost of food (ingredients)
  - b. Cost(s) for packing if needed
  - c. Fees or rates you need to pay, depending on where you choose to sell your goods
3. Figure out if you need to get a license to run your event
4. Decide on a few viable dates
5. Decide on a venue (if you are having it as its own event)

## **Promotion**

6. Create posters with all the relevant information.
  - a. Date
  - b. Time
  - c. Venue
  - d. Contact details
7. Distribute posters (letterbox drop, announce it at church etc)
8. Organise volunteers to help on the day.
  - a. Baking or donating homemade goods
  - b. Setting up the stall
  - c. Packing up the stall
  - d. Serving
  - e. Cash handling
  - f. Managing stock
9. Decide on what you are going to bake. How much will you bake? When will you bake particular things? (e.g. cupcakes and ice them, slices, etc). How long will they stay fresh for? How will you store them so they stay fresh, prior to your fundraiser?
10. Decide how much you are going to sell the food for?
  - a. Will it be for an individual item, or for a bundle of goodies? (individual e.g. a single cookie, cupcake etc, or bundle with a bunch of different things with an overall price for the bundle).
  - b. Did you factor in how much it costs for the ingredients?
    - i. Will you make some profit?

## **Equipment and Resources**

11. Order and purchase/acquire the required items:
  - a. Signage, banners, flyers, magazines.
    - i. Posters promoting what you're raising funds for

- ii. Signs and menus stating what is available for purchase and where everything is
- b. Cleaning equipment
  - i. Paper towel/cloths
  - ii. Disinfectant spray
- c. Cash box and float
- d. Hand sanitiser (for servers and customers to use)
- e. Serving equipment:
  - i. Gloves (for serving the food) or utensils for serving the food
  - ii. Plates or serviettes: for the food to be served on for the customers

## On the day

1. Set everything up for the fundraiser
  - i. Set up the stall
  - ii. Set up the baked goods
  - iii. Set up the cash and float
2. Ensure the food is set up and ready for sale
3. Brief volunteers on their job roles
4. Monitor the event
5. Pack everything away at the end and clean up

### Tips:

You can freeze things like muffins/cupcakes and cookie dough which keeps it fresh and means that you aren't as pushed for time when baking everything else for the fundraiser.

Timeline for Bake Sale							
<b>Week 1</b>	Planning/ decision making	Calling/ preparing venues (if needed)				Prepare posters to be sent out	Send out posters and social media post
<b>Week 2</b>	Organise volunteers (from now)	Purchase/ac quire the necessary items	Start baking!		Brief volunteers on what they are doing	Have baked goods all ready to sell (includes packaging if needed)	<b>Bake sale day!</b>

