

HOW TO RUN A BAKE SALE – HONEYWELL SCHOOLS PTFA

IN ADVANCE

1. Check arrangements with PTFA Chairs/Secretary on Classlist (or email Honeywell.PTFA@gmail.com) approximately 10 days before the sale with details of time, date, location of sale and where to leave the cakes/savoury items (usually Music Room in the Infant Playground – check with us if different).
2. When point 1 above is agreed draft some wording to advertise your cake sale and to invite parents across the school to bake cakes and savoury treats. (Usually the class holding the cake sale provide the majority of the cakes but you'll also get 2 or 3 offerings from other parents.) We'll then send this on to the whole school.
3. Email your class a week or two beforehand to arrange helpers for the day – you'll need a minimum of 3 people for setting up the stall and 4-5 people for selling the cakes (older children love this!)
4. Put posters up on the school gates approximately one week before the sale with the above information to advertise your sale and to request cake donations.
5. Ask Treasurer (email loukizwini@hotmail.com) for a cash float one week beforehand – lots of 50ps and pounds and larger notes. Treasurer will also give you some money belts. You need one per helper. Treasurer will also give you a takings sheet for you to complete at the end of the sale.
6. The day before bake as many cakes/savoury treats as you can and nag others to do the same! (You need approx 600 cakes/savoury items altogether.) Make sure you remind everyone that the cakes etc must be nut-free. It is OK to cheat a little if your class parents need to and cakes/savoury treats can be purchased so long as they are nut-free.
7. Ask people to label their containers so that they can be returned easily.

ON THE DAY

8. On the morning of the bake sale find someone with a pass for the Music Room (PTFA officers/a teacher) and put the cakes/savoury items in the Music Room. Please leave them on the cupboards on the right hand side as you go in (not in the kitchen as this is used during the school day).
9. In the morning ask the caretaker (Jack) to put tables outside the front of the School at 2.45pm between the playgrounds for the cake sale (minimum 3 tables). Or check with Jane Neal whether you may use the tables in the Music Room (they are pretty easy to move with two people) – you just need to make sure that the Music Room is not being used by children at 2.45pm (ask the office).
10. We recommend that you arrive at school at 2.45pm to set up. You will need to get access to the Music Room for tables (if caretaker has not put them out) and to get the cakes/savoury items. Arrange the cakes etc and put prices out. We recommend 50p per cupcake/cheesecake or £1 for particularly large or fancy cupcakes/scones! Or more for larger cakes (please use your discretion as to what you think is reasonable).
11. You need to bring bin liners for rubbish, small plastic bags for selling cakes, price labels and sellotape for fixing them, knife (in case anything needs slicing), platters for displaying cakes (although

these are often displayed in the tins they are brought in). Cloth and tea towels for cleaning tables after.

12. Start selling at 3.15pm.

13. Clear up and leave plates and boxes under shelter in Infant Playground or other suitable place for collection. Return tables to Music Room or ask caretaker to do it. Follow up after the bake sale to make sure these have all been collected and not left at school.

14. Immediately after you have finished please count the proceeds, complete the takings sheet and return to the School Office and they will put it in the safe. Count should be done 3 times by at least 2 of you. If you wish to submit expenses please do this separately and do not deduct from the takings.

15. Email or call Treasurer to let him know that you have completed the bake sale and where the takings are.

16. Thank all the parents in your class.

Good luck and a massive thank you from us for all of your hard work!!

PTFA Contacts

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