



Honeywell Schools PTFA

HOW TO RUN A BAKE SALE – HONEYWELL SCHOOLS PTFA

IN ADVANCE

1. Drop an email to Infant or Junior Class fundraiser leads (Marianne or Brittney) at classfundraisers@honeywellptfa.org.uk with an idea outline (time, date, location)
2. Check with the office that your bakers/shoppers can leave the cakes in the music room in the infant playground on the day of or day before the sale. Ask them to leave the door open or give you a key so you can store the cakes there from drop off onwards.
3. Draft some wording to advertise your bake sale in the PTFA newsletter, Classlist and on posters. Send the copy to secretary@honeywellptfa.org.uk. Email Marianne for poster design if needed.
4. Arrange with the office to borrow tables from the music room or from Jack. Just need to make sure there isn't a music lesson there on the afternoon of the sale when you will be fetching the tables.
5. 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. Depending on social distancing guidelines you may want to spread your tables out a bit.
6. Put the posters up, request Classlist reminder from Brittney or Marianne if needed.
7. Contact Thomas for iZettle registrations. We will accept card payments (via iZettle), Honeymoney and £1 and £2 coins.
8. Try and collect around 600 donations of cakes and biscuits in labelled containers.

ON THE DAY

1. Get access to the music room either with office or via PTFA key to store the cakes.
2. 2.45pm fetch tables.
3. Arrange the cakes etc. It's easiest to price the cakes all the same (£1/item) but depends on stock.
4. You need to bring bin liners for rubbish, paper bags for selling cakes, knife (in case anything needs slicing). N.B. cakes are often displayed in the tins they are brought in. Please use any packaging mindfully, provide recycling bags and wipe the tables down.
5. Start selling at 3.15pm.
6. Return tables to music room and take containers home with you overnight.
7. After the sale, please drop the izettles and any Honeymoney or cash collected off with Thomas.
8. Email Justin to let him know all is completed and submit an expense form if needed.

THANK YOU!

PTFA Contacts

Ella Ardalan and Andrea Vecchi (Chairs) – chair@honeywellptfa.org.uk or Ella on 07721 163047

Justin Kulpa and Patrick Doig (Treasurers) – treasurer@honeywellptfa.org.uk

Thomas Gyax (Secretary) – secretary@honeywellptfa.org.uk

Brittney Provino and Marianne Haggstrom (Class fundraisers) – classfundraisers@honeywellptfa.org.uk