

Bake Sale: Top Tips and Information

Pre-Event Planning

1. Contact Key Individuals Early:

- Email the treasurer (sciennestreasurer@gmail.com) a week before the event to request a float or floats. Also, discuss arrangements for counting and returning the takings afterward.
- Reach out to SASC (sascs@sascs.org.uk) to coordinate selling cakes in the after-school club. Confirm the number of kids expected. Consider using fruit group trays for serving treats.

2. Inform the School Community:

- Email admin@sciennes.edin.sch.uk with a flyer about a week before the event. The school can help distribute it to parents and keep staff informed.
- The school will put the event in the weekly staff info sheet.

3. Secure Supplies and Space:

- Email/Ask the SSOs (John Reid and Stuart Johnstone) via admin a few days before the event to request tables, cones, and tape for creating a designated area. Consider your space needs based on the number of tables used last time.
- Email/Ask office staff if they can accept donations on the Friday morning before the bake sale and arrange for collection containers for the following week.

Communication with Parents

1. Create a WhatsApp Group:

The following message might be a useful starting point for creating a WhatsApp group for volunteers:

Calling all volunteers to help P5 Year Group make a sweet impact on our school!
Parent Council has asked us to host three bake sales this year:
Mark your calendars for the last Friday of September (29th), January (26th) and March (29th).

Do you have time to:
Help set up at 11:30 AM.
Arrange donations.
Sell cakes.
Help clean up

You can join for any part or the whole event. Last year's group we're tidied up and away by 1245pm.

Nearer the time, we'll be calling all bakers! If you prefer baking over selling, drop off your goodies on the day. Please click the link to join the bake sale WhatsApp group.

2. Flyer Information:

Consider including the following information on your flyer:



*** office staff really appreciate it containers are **label with child's name and class**. This allows them to clear their space on Monday morning and avoids containers hanging around for days***

On the Day Essentials

1. Supplies:

Stock up on essentials such as napkins, paper bags, paper plates, gloves for handling food, duct tape (for securing tablecloths, etc.), washi tape/stickers (for labelling tins and tubs), a knife for slicing cakes, blue roll, hand sanitizer, and a bin bag (taped to the end of the table).

2. Donation Collection consider:

- Designate someone willing to accept donations the evening before at their home to streamline the process.
- Have someone available to accept donations on the morning of the event, allowing parents to drop off and go without waiting for doors to open or dealing with kids.

3. Setup and Weather Considerations:

In fair weather, set up stalls in the center of the playground to enable a free flow from exit doors. If it's raining, use both sheds and clearly mark the flow of movement to prevent crowding. Consider borrowing high-visibility vests from the school for queue management.

Challenges and Ideas for Next Bake Sale

1. Inclusion: Be mindful of religious practices eg avoid fasting times and consider more inclusive themes e.g. spring time or celebration cakes (eid stars, easter eggs, cardamom cookies for Naw Ruz).
2. Slow moving queue – Consider arranging two rows of tables to expedite sales and reduce waiting times.
3. Eco concerns – We used a lot of napkins and bags. Kids mostly ate the cakes straight away. Is there another way?
4. Children enjoyed helping out – Let's explore ways to involve them even more in the future and gather feedback from them to improve their experience.
5. Spreading the load – a granny said she would have loved to bake or help out but didn't know it was on. How do we engage grandparents?
6. Collection of tubs. Encourage families to name them. If containers are named, the school will deliver them to children the following Monday.

Good luck with your bake sale!