

APS Cake Stall

The information here is just provided as a guide to help you organise the stall.

We hope it helps!

Step 1: In the fortnight before your stall, email your class parents to enlist their help in baking and volunteering for the cake stall. A sample email is attached below. You will need a good selection of cupcakes, brownies, biscuits, muffins and slices for individual sale, as well as some whole cakes to sell as takeaway. You'll probably need around 10 whole cakes to sell at \$15 or \$20 each. You'll also need around 10 volunteers across the two classes to help to set up, sell, and pack up on the day (2.15pm-3.30pm). Keep reminding your parents and encouraging them to bake and volunteer over the next two weeks (and enlist your class teacher to talk to the kids if necessary!).

Step 2: In the week before your stall, prepare an email to be sent to all parents through the class parent rep network. A sample email is included below – you can just copy and paste it if you'd like. Send your email onto Cath Stevens for distribution to all parents, and to the P&C for posting to our facebook page. Ellie Moore also requested that you book the Special Programs room at the office for the day of cake stall: you can store all of the baking in this room (on which see below).

Step 3: Pick up the 'Cake Stall Box' from the classroom of one of the classes who last organised the stall. If you are unsure of who that was, check the P&C calendar at <http://www.apspandc.com.au/>

This box contains:

- Price tags for cakes
- Tray for money collection
- Bank bags for counting money at the end
- Plastic knives (in case you get a big cake that needs cutting)

- Chalk (in case you want to mark areas for lines in front of each server)

There are also some posters that you can put up on the Wednesday or Thursday before the stall at the school gates and other high traffic areas. These are slightly out of date but they are great to bring attention to your big day.

The big day

Collect the key for the Special Programs room from the office so that you can have the room open and ready to receive baking from 8.30am. This room is the stand alone building behind the astro turf and next to the infants play equipment.

Setup

- Collect trestle tables from under the stairs that head up to the library. You need to set up two separate stalls – one for Primary and one for Infants – so two tables for each stall seemed to work. You’ll also need a table for the Aftercare kids and signage to indicate where that Aftercare stall is.
- We had four parents at each stall, and two on the aftercare table, which worked well.
- Table cloths, napkins, paper plates are all available in the store room in the back corner of the Special Programs room. You might want to consider bringing your own small tongs to assist with serving and more plastic containers for money collection.
- You’ll need to separate out a selection of about 75 individual pieces for the Aftercare stall. We had an initial 50, but had to “refill” the table with another 20 and the table sold out very quickly.
- We put all of our takeaway cakes together at one end of the primary stall. We lacked a bit of signage (what the cakes were, or how much they were), so if you have time to label and price your takeaway cakes that would probably be best.
- We had staggered pricing – some of our larger or more gourmet cupcakes were \$3 each, some of the mini cupcakes were only \$1, and the majority we had at \$2. If it seems appropriate with your selection of

baking, it would probably work most smoothly to group all the cakes of similar price together so that that distinction is clear.

Timing

Parents started buying at 2.45pm. It may well have been because many people lingered with the film festival, but we didn't actually finish selling until 3.30pm. Hopefully you'll be done by 3.15pm!

Float

We had \$40 at each main table and \$20 at the Aftercare table in \$1, \$2 and 50c coins as a float (we just pooled it from our own change reserves and then obviously took that back out of profits at the end). It would also be quite useful to have \$40 in \$5 and \$10 notes at the table selling the whole cakes (we had a lot of \$50 notes needing change).

The aftermath

Relax... the only job left is to count the money! Please deposit the money into the P& C bank account at the Commonwealth Bank with the reference of 'Cake Stall'.

Details are: Acc name: Annandale Public School P&C Association. Acc no: 00900385, BSB no: 062269.

Some other info

Obviously we're encouraging parents to do the purchasing rather than the children. But we still had quite a number of children buying from both Primary and Infants stalls. Initially we sent most of the kids to the Aftercare table, but as the after-school rush died down it was very easy to serve them. We had a rush of PSSA kids at about 3.15pm and we obviously served them at the primary stall. In other words, the parent purchase model makes your job easier and increases the funds we raise for the school, but we didn't adhere to it slavishly and we didn't turn away any little person who wanted to buy, although we did make good use of the Aftercare table for that.

Good luck!

Class email sample

Hi everyone,

The P&C has started a new initiative where there will be a **cake stall** held **on the last Friday of each month** to raise funds for the school. Two classes will be responsible for each month's stall. Along with **, it is **our turn** to bake and run the stall this month.

WE NEED CAKES!

If you are able to make **biscuits, slices or cupcakes**, that would be fantastic! We also need some beautiful **whole cakes** to sell as 'takeaway'. And as much as that gooey flourless chocolate cake is so appealing, don't forget that APS is a nut-free zone, so we need all baking to be **nut-free**.

If you don't feel comfortable baking, **purchasing something for us to sell on the day is a wonderful contribution**. 12 or 24 cupcakes, brownies, muffins, slices -- bought or baked -- will make an enormous difference. Remember: the more we sell, the more money we raise, the more benefit to our children in the long run.

It would be very helpful if you could label your baked goodies with their flavour so we know what we're offering under all that delicious icing! Don't forget to let us know if there's something special about them, for example, gluten free, so we can market them appropriately.

Please **label your tupperware** – you can collect it from the stall or the back of your child's classroom after the stall. If you're baking a whole cake, using a disposable tin is very effective (covered with plastic wrap, labelled and priced between \$10 and \$20).

Please **email me** to confirm whether you are able to bake/buy something.

WHERE/WHEN TO DROP THEM

You can drop off your baked delights to me at the **Special Programs Room** (where the piano lessons take place, the building at the back of the fake grass area) from **8:30am on Friday morning**.

If you drop your child off earlier at aftercare, **please leave them in Marta's office**.

WE ALSO NEED STALL VOLUNTEERS

Also, we will need some help running the stall. Can anyone who is **able to arrive at school at around 2:15pm to help run the stall** please email ME ASAP to let me know? We will need four or five volunteers from our class to help set up, run, and pack away the stall (very approximately 2.15-3.30pm).

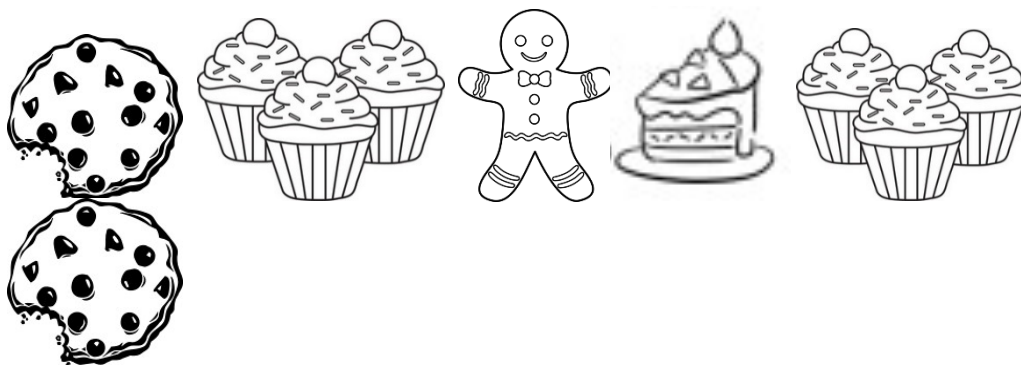
So, in summary...

- If you can make/buy **biscuits, a slice, cupcakes or a whole cake** to bring to school **this coming Friday morning** that would be fantastic.
- You can drop them off from **8:30am on Friday** at the **Special Programs Room**.
- If you drop your child at aftercare earlier in the morning, please **leave in Marta's office**.
- If you can arrive at school on Friday afternoon at **2:15pm to help run the stall** please email me back.

Many thanks in advance and feel free to contact me via email or phone (see below) if you have any questions.

[Don't forget to include your contact details!]

Class note sample



Dear parents

As you will now no doubt know the P&C is organising a monthly cake stall as part of our annual fundraising program.

Our next cake stall is this **Friday ****, from 2.45 - 3.15pm**.

We hope you enjoyed our last cake stall as much as we enjoyed organising it for you. There certainly seemed to be some very happy, icing-covered

children in the playground! This month we will again have a “parent purchase” stall (with a table in the infants’ playground, and one in the primary). That means that again you (rather than your children) will buy cakes or cupcakes (even if your children then eat their cakes in the school playground). We will be selling to parents from 2.45pm, and if last month is anything to go by, coming early ensures the best selection!

We will also again be offering for purchase “take-away” whole cakes (as well as individual cupcakes for eating immediately, of course!). Whether you’d like to treat someone special (maybe yourself!) to a delicious dessert, or would like a lovely treat for Saturday morning tea, this is the perfect opportunity to indulge, with cakes and plates priced from \$10 to \$20 (individual cupcakes will be priced between \$1 and \$3).

Aftercare kids are welcome to purchase their cakes from the specially marked table in the primary playground before going across to Aftercare to sign in. Teachers and Aftercare staff know about this arrangement so that Aftercare kids can enjoy in the fun too.

Looking forward to bringing another delicious cake stall to you,

The P&C Team

