

Cake sales

The regular cake sales at Coleridge are a great success – the children really enjoy them and last year they raised over **£1200** for the school. There is one cake sale each half term which always takes place on a Friday afternoon. Each year group, apart from nursery and year six, takes responsibility for one cake sale a year. Here is a note of what to do:-

How to organise

Basically, the organising year group are responsible for the publicity and staffing of the sale. They, together with the rest of the school are responsible for baking / buying cakes, biscuits etc. So, while you organise only one sale a year, you will be providing cakes/biscuits 6 times a year. You can make of it whatever you want – sell cold drinks or not, have a themed cake sale around Halloween, Easter etc, hold a raffle, sell ice pops or anything else you fancy. Last year some reps extended the sale to include DVDs and books and this was a great success. The set up is straightforward:

2 weeks to go

Decide which side of the school you are holding your cake sale – you can use either East or West site.

Put up posters around school to advertise the sale.

Make labels to stick onto the paper plates (you will need around 600), remember to include the date and the site. Check plate, cup and label supplies in the store room - If you need more, please talk to a member of Coleridge Families Committee

1 week to go

Arrange for the labels to be stuck on the paper plates – it is best to get a few people doing this.

Send paper plates home to be filled and returned on the day of the sale. Many people appreciate 7 days notice for this. You need to ensure that every class has 30 plates and you need to arrange for these to be distributed to each class - decide who will do the infants distribution (nursery, reception, years 1 and 2) and who will do the juniors distribution (years 3, 4, 5 and 6) – the teachers will help by giving the plates out to each pupil.

If you do spend any money, please take your reimbursement from the cake sale proceeds, ensuring you enclose your receipt with the paperwork.

Organise volunteers from your class to set up and sell the cakes and drinks. You will need at least 8 people on the day, depending on what you plan to do.

Speak to the treasurer to agree a float and she/he will provide it to you on the morning of the sale.

On the day - morning

Cakes can be brought in on the morning and stored in the school reception of which ever site you are holding the sale. It is worth having a separate sign asking people to label any precious cake tins (have a roll of masking tape and permanent marker available).

On the day - 2.30pm

The cake sale runs from 3.10pm – 4pm in the halls - You can set up from 2.30pm and you will need tables to sell from and small tables and chairs for the children to sit at. Have small change as a float, as well as boxes to put the money in. Price the cakes as you display them – pricing is flexible, but be

brave! £3.50-£4.00 is not unreasonable for a beautifully homemade cake. Start high at 40p a cake; you may need to reduce the price later. Toward the very end give any remaining cakes away but not until you are sure there is no one else ready to buy them. We usually charge around 15p for a drink of squash and it helps to have this on a separate table, pre-made up in lots of jugs as there can be a rush on this!

On the day - 4pm

Clear up debris – the brushes are in cleaners store. Wipe down and put away the tables and chairs. Any leftovers in terms of squash can be stored for the next sale.

Banking

Count the money taken as soon as possible after the cake sale filling coin bags (you can get these from the school reception). Please make a note of the total money taken, the money should be handed over to the school office who will in turn pass it onto the Coleridge Families treasurer.

Feedback

Please remember to email your class rep coordinator/s with any changes you think need to be incorporated in this information to keep this chapter updated for the next set of reps.