



**Kin Canada**  
Kinsmen • Kinettes • Kin



## Fundraising Project Library

### Bake Sale

#### General Description:

Make your cause the yummiest around town! A bake sale is a great low cost event with minimal volunteer resources needed; you just need to know some good bakers who are willing to help out. A bake sale is pretty easy to organize, and with a little unique and creative effort, you can ensure your bake sale isn't just another run of the mill event, but one that donors will look forward to with salivating anticipation every year. To make the organization process easier and more efficient have the volunteer bakers package and price their own items as well as print out a list of ingredients for each item.

#### Resources Required:

- ◆ A bake sale coordinator
- ◆ Venue
- ◆ Volunteers to bake, set up, oversee sales, and clean up
- ◆ An information sheet for bakers with delivery direction, packaging information and a reminder to bring a list of ingredients
- ◆ Large table
- ◆ Table clothes
- ◆ Plates and bags for items purchased
- ◆ Napkins
- ◆ Cash box and float
- ◆ Extra labels and packaging material
- ◆ Sharp knives to cut pie and cake pieces if the whole cake doesn't sell
- ◆ Information on the cause
- ◆ Banners
- ◆ Extension cord if you have a coffee and tea station

#### Pre-Event Activities:

- Contact National to verify coverage
- Obtain a certificate of insurance from National if required
- Select a date and book the venue
- Prepare a list of bake sale items so there is variety
- Recruit volunteer bakers
- Distribute baker information sheets
- Organize volunteers for set up, table management and clean up
- Secure necessary supplies, napkins, cutlery, plates, extra packaging and labeling materials, coffee and tea, cash box, float.
- Follow up with volunteer bakers to make sure they are prepared
- Organize drop off of items

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[www.kincanada.ca](http://www.kincanada.ca)



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- Deliver a few samples to a local DJ so they can talk about the bake sale on the air
- Promote bake sale through word of mouth, posters, announcements at community events, etc.
- Have cups for coffee tea and juice

### Event Activities:

- Bake goods delivered to the sale venue
- Review the safe food handling checklist found at [www.kincanada.ca](http://www.kincanada.ca) under the risk management section
- Set up tables
- Prepare coffee and tea
- Coordinate volunteers
- Make sure back sale area stays clean, have someone to pick up any garbage left by people who ate their treats right there
- Make sure there is always someone working the cash box and that the cash box has enough change

### Post Event Activities:

- Send in a record of your event and the success to National Head Office
- Take cash to the bank or store in a safe place
- Take any left over items to your local soup kitchen
- Return any borrowed items
- Send thank-you's
- Organize media follow up by sending out press releases
- Review the event and make note of any changes for next time or things that worked really well

### Tips for Success:

- ◆ Do not under price your items
- ◆ Make sure there are enough baked goods, you don't want to run out
- ◆ Label products that contain nuts. **A colored label works best.**
- ◆ Make sure all items are labeled with what they are and the price
- ◆ Interact with customers to create a "sweet" experience