

# APS cake stall guide

Here's a guide to help you organise your class' cake stall. We hope it helps!

## Resources

Cake stall box – Pick up the 'Cake Stall Box' from the bookshelf outside the P&C room (opposite the uniform shop). This box contains:

- Price tags for cakes
- Napkins
- Tray for money collection
- 2 laminated posters for front and back gate (feel free to make more or new ones to suit your theme)
- Bank bags for counting money at the end
- Plastic knife (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)
- Volunteer sign-on sheets

## Extras

On the day, you might want to take along:

- spare napkins (handy when someone buys a piece of a big cake)
- small tongs to assist with serving
- containers for the money collecting.

## Step 1 – Let your classes know

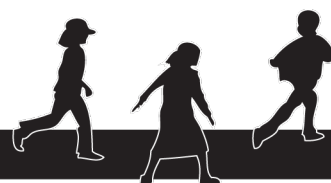
Email parents – Email your class' parents to enlist their help with baking, and volunteering at the stall. You will need a good selection of cup cakes, brownies, biscuits, muffin, jellies, cookies for individual sale, as well as whole cakes to sell as a takeaway option. You will need 10 volunteers across the two classes.

Hard copy note – To increase your chances of the message getting through, ask your class teacher to mention the cake stall to the kids, and hand out a note for school bags. You can photocopy the note in the school office.

[Sample note included below.](#)

## Step 2 – Let the school know

The P&C will take care of sending a reminder to all students via class reps and the school app. You need to organise some posters and post on Facebook.



Posters – Laminated posters are with the ‘Cake Stall Box’. Put these up at the school gates on the Wednesday if possible. Feel free to make more to put up in other high traffic areas. You can ask at the office if you can laminate them there.

Facebook – Post an announcement of the cake stall on the APS P&C Facebook page.

## Step 3 - The big day

If you are collecting cakes in the morning, they can be stored in the kitchen. Collect the key from the office at 8.30am. At the end of the day, please leave the kitchen as you found it in the morning.

### Setup

Collect blue gingham table cloths from the P&C room. You will need to collect a key from the office.

Collect trestle tables from under the stairs that head up to the library. You need to set up a stall for:

- Primary in the top playground (ie. in the area between the office and the hall) – 2 tables
- Infants (on the astro turf works) – 2 tables.

You will need around 10 parents to help with the setup, selling and packdown.

Please ask each of your volunteers to sign the P&C volunteer sign-on sheet (this is in the cake box). It is an insurance requirement.

### Timing

Try to be ready by 2.45pm when preschool parents arrive for pick up.

The school has asked us not to sell to K-6 children before the bell rings. But you can sell to parents at any time.

### Pricing

Use your discretion to stagger pricing – the majority are \$2 each, with some of the larger or more gourmet cupcakes at \$3 each, and mini cupcakes and cookies only \$1.

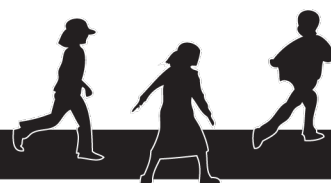
If it seems appropriate with your selection of baking, it would probably work most smoothly to group all the cakes of similar price together so that that distinction is clear.

We put all of our takeaway whole cakes together at one end of the stall.

If you have time to label and price your takeaway cakes that makes it easier.

### Float

You will need to organise a float. Usually this is just pooled from your own change reserves (kids money boxes come in handy) and then reimbursed at the end. Try \$40 at each main table in \$1, \$2 and 50c coins as a float.



If you can manage it, it would also be quite useful to have \$40 in \$5 and \$10 notes at the tables selling the whole cakes (we had a lot of \$50 notes needing change).

## Step 4 -The aftermath

### Pack up

Return tables (cleaned) to where they came from. Could you please wash the table cloths and return them to the bookshelf outside the P&C room (up high out of children's reach if possible).

### Banking

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.

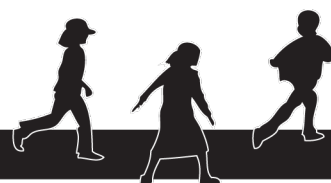
Thank you.

If you have any enquiries or suggestions to add to this guide, please contact the Fundraising Committee:

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E. [leahthurecht@bigpond.com](mailto:leahthurecht@bigpond.com)





Hi everyone,

It is our class' turn to run the fundraising cake stall held from 2:45-3:15pm on the last Friday of the month, **<insert date>**.

### WE NEED CAKES!!

It would be fantastic if you are able to make bake, mix or create something for sale on the day. If you're not a baker, think outside the oven - things like fruits sticks, jellies, non-bake slices, or Arnotts' biscuits decorated with icing are always welcome. Just a reminder that APS is a NUT-FREE ZONE.

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, eg. gluten free.

Please label your Tupperware – collect it from your child's classroom after the stall.

Please email me to confirm that you are able to bake/buy for this Friday.

### WHERE/WHEN TO DROP THEM

Please drop off your baked delights to the Kitchen (inside the hall) from 8:30am on Friday morning.

If you drop your child off earlier at before school care, please leave them in Martha's office.

### WE ALSO NEED STALL VOLUNTEERS

We will need help running the stall. Please email me if you are able to arrive at school at around 2:20 to help set up and run the stall.

Thank you very much for your help!

**<name>**

**M. mobile**

**E. email**

