

# PTA Event / Activity - Checklist

Activity	Class Cake Sales
Brief description of activity and summary	<p>A cake sale is held by each class. The dates are set at the beginning of the year by the co-ordinator in discussion with the school office and taking into account the school calendar. The class teachers sign up for the cake sale date they prefer.</p> <p>A week before the sale a letter is sent out to the parents of the children in the class informing them of the sale. Children bring in bought or home baked cakes on the morning of the day of the sale. The sale takes place at the end of the school day in the classroom. All money raised is spent by the class teacher on items for the class after discussion with the children.</p>
Supplies Needed	<p><b>From cake sale box held by co-ordinator:</b>            paper plates            value plastic bags            gloves            paper bags / resealable plastic bags            pots for money</p> <p><b>From Staffroom:</b>            selection of plastic and foil trays            sharp knife</p> <p><b>From school office:</b>            Tin containing float</p>
ACTION Prior to Event	<p><b>Arranging the Classroom:</b>            Aim to have a free flow of customers.            Tables should be set up in a long row which allows parents and children to enter and leave through both classroom doors.            Ensure chairs are stacked tidily out of the way and there is a clear area in front of the serving tables</p> <p><b>Setting up the sale:</b></p> <ul style="list-style-type: none"> <li>• Gloves should be worn at all times.</li> <li>• Shop bought cakes and very small hand made cakes will be made up into mixed plates on the paper plates. Aim for 5 cakes per plate, hopefully a nice mixture. Each plate will be put into a clear plastic value bag and is sold at £1 per plate</li> <li>• All other cakes are laid out on the plastic and foil trays and will be sold for 25p each</li> <li>• Any large cakes will be sliced up and laid out on the foil trays, sold for 25p per slice</li> <li>• Any cakes labelled as containing nuts or clearly containing nuts will be laid out separately and clearly marked.</li> <li>• Share the float out between the takings pots and ensure there are bags for each parent helper to put sold cakes into</li> <li>• All tins and boxes that had cakes in should be placed on a table so they can be easily collected</li> </ul>
ACTION During Event	<p>The children in the classroom where the cake sale is taking place will buy their cakes first, usually before the bell. After the bell, the rest of the school may come and buy cakes. The sale is usually over by 3.30pm</p>
ACTION After Event	<p>All the cake sale equipment should be put back in the cake sale box            If possible the tables and chairs should be put back in their original positions (depends on teacher)            All money should be put together in the float tin and handed in to the school office            Any left over cakes will be taken to the staffroom. All foil and plastic trays will be wiped down in the sink in the staffroom and returned to the drawer. Wash the</p>

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	sharp knife and return to the drawer. Co-ordinator will take the cake sale box home
Re-stocking	Plates, plastic bags and resealable bags are purchased from ASDA / Tesco (value ranges) and an expenses form submitted to the PTA treasurer Paper bags are bought in bulk annually online, expenses form as above. The school office will provide a box of gloves on request and the PTA will be billed separately
Completed By / Date	Anna Neffendorf  8 <sup>th</sup> September 2015