

Cake Stall Information Sheet

- Cake stalls are held on some Fridays after school in the playground.
- One class is responsible for running the stall each week.
- Parents and carers of children in that class bake cakes to sell.
- The cakes are sold to raise money for the class teacher to spend on extras.
- Money raised is often £100 or more.
- There is a list of cake stall dates on the front PTA noticeboard.

How to organise a cake stall

- Tell people when the stall is happening and ask them to bring in cakes.
- Try to talk to as many people as possible at drop off and pick up times and put a poster on the classroom door.
- There will be some people who prefer to buy cakes to donate.

On the morning of the cake stall

- Collect cakes in the class room or in the school office. Afternoon cakes can be taken straight to the stall.
- Tables can be found to the side of the shelter area in the playground.
- Make sure you have a few people who will turn up at 3pm to carry the cakes from the classroom or office, to get set up and sell cakes.
- Cakes are sold either for 30p each, or £1 for 4.

Bring with you

- A float of 5ps, 20ps and £1s (about £15 worth).
- A knife to cut cakes into slices.
- Food bags for people to put their cakes in. The PTA has ordered brown paper bags for you to use, and you will receive notice when the bags have come in. They will be stored in the office for you to pick up at 3pm. Please try to limit bag use to be more environmentally friendly...
- Rubbish bags.
- If you are feeling efficient you could bring a table cloth (presentation is all!).

Afterwards

- Count your money and take it to the office to be locked up for the weekend.
- Fold the tables and put them back to the side of the shelter area.
- Put rubbish bags in the bins (to right of school office).
- Take unclaimed tins and lids to the office for collection on Monday.
- Make a poster saying how much was raised and thanking everyone for all their help. Put it on your class door.