



# Organising a bake sale!



**NUMBER ONE:** Know your cause. Give people information about Kidsline and how the profits will benefit our service.



Kidsline is New Zealand's only phone line for children aged 5-18 years old, run by specially trained Year 12 and 13 students. Kidsline buddies will always be there to talk to, no matter the problem ☺

**NUMBER TWO:** Get permission! If you are at school talk to your teacher or Principal about the idea and discuss a possible venue and date.



Any baking's fine!  
You can always buy something from the supermarket ☺

**NUMBER THREE:** Organise who will help you. You will need people to help you on the day with setting up and selling. Encourage students at school to bake goods to sell. About 8-10 people is a good number.



**NUMBER FOUR:** Advertise the bake sale with posters. Remember to tell them about Kidsline and what the service does. Don't forget to also include exactly where and when the bake sale is.



## ON THE DAY CHECKLIST:

- ❖ Allocate people to a roster for different roles so everyone knows what they are doing. (e.g. selling, clean up, cashier)
- ❖ Grab a couple of desks and a tablecloth to sell from
- ❖ Make sure your posters are bright and colourful to grab people's attention
- ❖ Collect all of the baking in a designated spot (remind students to name their containers)
- ❖ Have a cash box with a float ready to give out change. (Remember how much is in there to pay back at the end)
- ❖ Set out your baking at least half an hour before the bake sale starts and assign prices to individual items (prices can range from 50c to \$3)
- ❖ Have a bin handy for easy clean up

Thank you for supporting Kidsline!