



# Bake Sale Guidance

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Cake sales are often used on campus as a way of raising money for groups and charities. They are popular and can be successful fundraisers.

That being said... are you sure you don't want to try something different? Cake sales generally do not yield high returns on original investment; buying all the ingredients in advance can often take £10 or more out of your profits, and when you consider the total amount of time you spend baking and selling, you might decide that there are more efficient ways to raise funds. Come and chat to one of the Volunteering team or welcome point team if you'd like some, help thinking up other ideas.

## How to set up a bake sale on campus?

### Step 1

- Read the guide.

### Step 2

- Complete the Bake Sale Risk Assessment

### Step 3

- Submit risk assessment and book the social space by emailing [studentgroups@ljmu.ac.uk](mailto:studentgroups@ljmu.ac.uk).

## Fundraising with Bake Sales

Please remember that when raising funds for charity, your snacks cannot be a fixed price. This means that you need to clearly label the price as a 'suggested donation'. Technically someone could donate 1p for a cake if that's all they think it's worth- but most of the time people are more generous than that! You might also want to make sure you balance how much time and money it may cost to buy all the ingredients and prepare a bake sale. While it can be fun and an easy way to make money- cake sales often don't yield high returns on the original investment. There might be a more suitable way to try and fundraise for larger amounts.

## Tips

It might be useful to think about additional ways you can make the most out of the bake sale for your student group or the charity you are fundraising for. Here are a few things to consider which might help.

- **Time** - There may be more suitable times of day to have the bake sale, for instance thinking about when students might be leaving lectures and wanting a snack might help!
- **Location** - It might also be useful to consider the buildings with the most footfall. Our JMSU social spaces can be found all over campus, but certain ones might have more students to engage with. selling food on campus.
- **Promo** - If you are promoting a charity or an event, get creative and make sure you have some materials to hand out. It may be good to include flyers and details about what you are raising money for and be prepared to chat and answer questions.

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Always wash hands before preparing food, and remove nail varnish, jewellery and tie back your hair.

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Make sure that all of the surfaces and equipment you use for preparation have been thoroughly cleaned.

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Keep snacks in the fridge for as long as possible, especially anything that contains fresh cream.

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Store snacks in a clean sealed container, away from raw foods especially raw meat.

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Use clean tongs or napkins to serve food.

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Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse.

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If you are selling anything other than cakes and biscuits, please make sure you have permission from JMSU staff with a full list of what you plan to prepare.

## Selling Food on Campus

If you are going to be preparing snacks to sell on campus, it is important to comply with this guidance. These are practical tips as well as legal requirements to protect you and the people purchasing your food.

## Allergies

You are required by law to provide a list of allergens when selling food.

Please use the Allergens Tick List and Poster to show whether any of your cakes contain allergens, and display this clearly with the cakes. **If there are, any allergens in your snacks (e.g., nuts) prepare and store these snacks separately to ones that do not contain allergens.**

It will also be useful to keep a full list of ingredients on hand in case anyone asks. If you have not made the snacks or cannot check the ingredients- **do not guess if someone asks.**

**Please make sure you label all foods which contain the following ingredients.** These are the most common types of food group allergies, and it is **essential that you mark this clearly.**

## Disclaimer

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