RGU:Union Bake Sale Checklist

This checklist is to ensure you hold a successful and safe bake sale – you don’t have to submit it to RGU:Union, so just keep it for your own records to make sure you’ve completed all the required steps for holding a bake sale on campus.

We will do our best to help you schedule your bake sale so that it has the potential for maximum impact. If there are already several similar events on campus at your chosen time, we will suggest alternative time slots when there are fewer bookings already confirmed, as less competition will mean you are likely to raise more money.

Signs on your stall: It is very important you have the required signs on your stall, detailing the following (see checklist for further details):

* Allergy advice
* The name of the cause for which you are raising funds
* A sign with a “suggested donation” price, rather than having a set price for the sale of goods – by accepting donations instead of selling your baked items, you sidestep some of the other legal issues covering the sale of goods

These are all legal requirements. Bake sales will not be allowed to proceed without signs covering the points above, so please feel free to come into the union and we can print off signs for you.

Other important points:

* You must use sealed buckets to collect the donations (these are available from RGU:Union)
* You must submit the money to RGU:Union on the day of the sale and state where the money is to be sent (unless you have agreed alternative arrangements with us in advance)
* Under no circumstances should you take the money home with you as this leaves you vulnerable to accusations of financial mis-management
* Any posters to go up on campus are to be dropped off at RGU:Union for distribution by PR staff, not put up yourselves
* No hot food at your stall, no meat and nothing which contains raw eggs

For any queries, please email [hello@rguunion.co.uk](mailto:hello@rguunion.co.uk) or pop into the union office.

The Checklist: By following the checklist, you will keep onside with your legal responsibilities, and will also benefit from the help and support on offer from RGU:Union to make sure your bake sale raises as much money as possible.

In advance:

|  |  |
| --- | --- |
| Action | Tick when completed |
| Fill out booking form and send to RGU:Union at least 1 week before your event ([Booking a space on campus (rguunion.co.uk)](https://www.rguunion.co.uk/facilities/bookings/campus/)) |  |
| Booking confirmation received from Timetabling (your booking is not valid until confirmed by the Timetabling team) |  |
| Send info to RGU:Union for publication on social media sites ([societies@rguunion.co.uk](mailto:societies@rguunion.co.uk)) and draft 1 paragraph describing your event |  |
| If you are making posters, hand these into RGU:Union at least 1 week before your event, for distribution by PR staff – earlier the better |  |
| Order sealed buckets from RGU:Union for money collection – do this at least 3 days before your event |  |
| Ensure your food items are made in a clean and safe environment, away from any potential sources of contamination, washing hands thoroughly and removing any jewellery before preparing food |  |

On the day:

|  |  |
| --- | --- |
| Action | Tick when completed |
| Reminder to RGU:Union to share the info on social media |  |
| Sign for the table stating where the money will be going (name of charity, society etc) |  |
| Sign stating that all goods are given in return for a “suggested donation” (you can decide the amount, but £1 is recommended). |  |
| Allergy advice sign – stating that all goods are home-made and you cannot guarantee they are suitable for those with food allergies. |  |
| Ensure you are using sealed buckets for the money (available from RGU:Union) |  |
| Sealed buckets to be taken to RGU:Union after the sale finishes and counted in the office, then double counted by RGU:Union, agreed and submitted at reception |  |
| If the money is going to a society account, inform RGU:Union when submitting the money and ask for a receipt |  |
| If the money is for an external charity, pass on the details to RGU:Union so the funds can be sent to your nominated organisation |  |