



Ready, Steady, Bake!



Bake sales are a deliciously fun way to raise money whilst spending time with friends and family. They can be held almost anywhere and at any time of the day or evening, making them a flexible option for you. Here are some things to think about when planning your bake sale.

WHERE AND WHEN?

If you are hosting a bake sale at work, choose a busy day of the week. For example, colleagues working part-time hours might not be around on a Friday. Your building receptionist or security guard is usually a great person to ask which days of the week are busiest.

Choose a busy, accessible area where it's easy for colleagues to see and visit your stall.

Start your bake sale in time for your colleagues first coffee break, whilst also giving yourself ample time to set-up your stall.

Hosting a bake sale at home? To make sure as many as your friends and family are available, try to avoid public holidays or dates of popular events.

TOP TIP: Host your bake sale on or shortly after pay day!

WHO CAN HELP?

Encourage different people to bake to ensure a variety of different baked treats and ask them to fill in a 'cake name card', highlighting any potential food allergens. Those who don't want to bake can drop off some of their favourite store-bought treats.

Also find out who can help you on the day – both setting up your bake sale stall and managing the stall!

JUSTGIVING

You might have friends and family who would like to support your fundraiser, but can't make it along to your bake sale. It's a good idea to set-up a JustGiving page (at www.justgiving.com/charity/universityofedinburgh) ahead of your event and let them know they can donate your bake sale through your JustGiving page.

And if you let us know your plans, we can create a promotional flyer for you.

SPREAD THE WORD!

Don't be shy - promote your bake sale as much as possible!

Bake sale at Work: Share details via email, calendar invite, staff notice boards etc.

Bake sale at Home: Share on your socials and via your mobile phone Apps.





BE PREPARED

It's a good idea to decide in advance whether you are going to have set prices or if supporters can simply make a donation. Remember you'll need plates, napkins, food bags, and a cash float on the day.

WE CAN HELP

Depending on what area of the University of Edinburgh you are supporting, we can supply:

- Collection cans
- Flyers with information about the cause you are supporting
- Donation forms
- Branded t-shirts (we have a limited supply of t-shirts for some Centres / Clinics)

Just email us at fundraise@ed.ac.uk to discuss what you need and we'll be delighted to help.

MATCHED GIVING

Some companies (big and small) support their employees fundraising efforts through matched funding. Ask your employer if they offer matched funding (or similar).



GETTING YOUR MONEY TO US

If you have set up a JustGiving page for online donations and collected cash as part of your fundraising, simply bank the cash and pay the donation into your JustGiving page. You can also donate online, via bank transfer or by cheque - email fundraise@ed.ac.uk for more information.

GET INSPIRED...

Suzanne

Suzanne also held raffles when hosting her coffee and cake evenings in aid of endometriosis research.

The raffle added to her fundraising total.

Read Suzanne's story at
<https://edin.ac/4cq27qT>

Catherine

Catherine organised Afternoon Tea to support low grade serous ovarian cancer research. Her employer matched the amount raised, which essentially doubled her fundraising total!

Read Catherine's story at
<https://edin.ac/44gJKT0>



KEEP IN TOUCH

Thank you for organising a bake sale to raise money in aid of the cause you care about. Keep in touch and let us know how we can help. We are sure your event will be a sweet success!

Email: fundraise@ed.ac.uk
Visit: <https://giving.ed.ac.uk/fundraise-your-way>



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