

AberSU

Bake Sales Guidelines



Disclaimer: The information in this guide provides only general guidance. The guide should not be regarded or relied upon as a complete or authoritative statement. Aberystwyth Students' Union will not accept any liability for any claims or inconvenience arising as a result of reliance on the information contained within this guide.

Bake sales are often used on campus as a way of raising money for sports clubs, societies and charities. They are popular and can be successful fundraisers.

That being said... are you sure you don't want to try something different? Bake sales generally do not yield high returns on original investment; buying all of 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 our Coordinators if you'd like some help thinking up ideas.

If you'd like to go ahead with your cake sale, try to think about how you could make it more successful. Can you target particular events or conferences on campus to ensure a large potential customer pool? Can you sell cakes to hungry students leaving the last lecture of the day? Have you considered a theme or fancy dress? Or giving out some information or a flyer with your cakes about how to further support your Club, Society or Charity? The more creative you are, the more successful you will be.

If you are planning a Bake Sale then get in touch with Matt Lukasiak our Media, Sales and Events Co-coordinator by emailing mul8@aber.ac.uk with

- Name of your club, society or your name
- Your name
- Date & time of the sale
- List of items sold
- Filled out Risk Assessment





Anyone baking, selling or giving away cakes, treats and snacks must comply with the following guidelines. Many of the them are legal requirements; others are set out by AberSU in order to protect you and the people buying your snacks. Please read them carefully, and ensure that everyone cooking adheres to them fully.

Don't hesitate to ask if you have any questions.

- Always wash hands before preparing food. Remove nail varnish, jewellery etc. Tie back long hair.
- Make sure that all of the surfaces, bowls, utensils, etc. that you use for preparation are thoroughly clean.
- Keep snacks in the fridge for as long as possible, especially anything that contains fresh cream.
- Store snacks in a clean, sealed container, away from raw foods, especially raw meat.
- Use clean tongs or napkins to serve food.
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse.
- You are required by law to provide a list of allergens when selling food. Please use the tick list below to show whether any of your cakes contain allergens, and display this clearly with the snacks.
- 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 and have not been given a list, do not guess if someone asks you about the ingredients!
- If you are selling anything other than cakes and biscuits please make sure you have permission from the Media Sales and Events Coordinator and have provided them with a full list of what you will be selling.
- Do not sell warm or reheated food.
- Do not use meat of any kind without prior permission.
- Finally, remember that when raising funds food cannot be a fixed price, only 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! Any price labels must say suggested donation and you must say this when you tell people the price.

For more information we recommend you visit the food standards agency website using the link below where additional guidance is available.

<https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>















































Allergens Declaration















To be completed by the person cooking the snack, after checking all of the ingredients. If you have not cooked the item, do not guess – wrongly labelling your food could cause severe allergic reactions.

PLEASE DISPLAY ONE OF THESE CARDS WITH EACH OF YOUR PRODUCTS.

This contains the following allergens:				
 Celery <input type="checkbox"/>	 Cereals containing gluten <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 <u>Lupin</u> <input type="checkbox"/>	 Milk <input type="checkbox"/>	 <u>Mollusc</u> <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>
 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphur Dioxide <input type="checkbox"/>	TICK THE ALLERGENS WHICH ARE IN THE DISH <input checked="" type="checkbox"/>

This contains the following allergens:				
 Celery <input type="checkbox"/>	 Cereals containing gluten <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 <u>Lupin</u> <input type="checkbox"/>	 Milk <input type="checkbox"/>	 <u>Mollusc</u> <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>
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