

Bell Cupcake Stall – Friday 8 April 2022

To all our new families,

The Cupcake Stall has been running for many years, and is a wonderful celebration of the end of first term for the students.

We kindly ask our Bell Community to pledge a dozen cupcakes, to sell at the Cupcake Stall to raise money for the school. This year, we need in excess of 480 cupcakes, to ensure every child receives a cupcake. In previous years we have been able to raise over \$1,000 with 90 families pledging cupcakes enabling all children and their siblings to have at least 1 (and often 2) cupcakes.

It is tradition at this stage that we only charge \$1- for each cupcake, as this makes buying a cupcake affordable for all families. This event relies on the generosity of the majority of the Bell Community to not only donate them, but in return purchase them.

This FUNdraising Team will be hosting the cupcake stall in 3 separate locations. This allows the younger students a chance to make a selection with a parent or guardian.

1. Prep Year Level: Shelter Shed
2. Grade 1 – Grade 3: In front of the uniform shop
3. Grade 4 – Grade 6: Under Main Building Breezeway

To support students with allergies accessing safe food, students who have allergies will need to purchase from the stall labelled as Allergy-friendly (example nut/dairy free).

Students who have gluten intolerances will need to purchase from the stall labelled as Gluten-free.

All our helpers on the stall are overwhelmed by the sheer variety of cupcakes and just how excited the children are at selecting their prized cupcake. It's a 20-minute frenzy that goes in a flash. Also you can never predict what type of cupcake will be the most popular, sprinkles, chocolate, with lollies or plain.

Yes, the FUNdraising Team understand that a cupcake is a sometimes treat for many of our students. This event is scheduled at the end of the school day to ensure that parents or guardians are able to actively participate in what option best suits their family. Parents may assist their children & siblings with purchases.

We have prepared a list of PAQ's (possibly-asked questions):

Q. "I don't like baking?"

A. Please consider helping out in other ways. We need helpers to sort cupcakes, sell cupcakes, set up and pack up the stalls. Check out VolunteerSpot for a full-list of volunteers needed. Sign up for Bell PS Cupcake Stall on Sign Up today!
<https://signup.com/client/invitation2/secure/326990687467694017/false?popup=true#/invitation>

Q. Only cupcakes?

A. Please bake anything in a paper-wrapper. Cupcakes, fairy cakes, or muffins. This year, we have asked for a limited number of non-cupcake options, such as cups of pop-corn, or veggie sticks.

Q. May I please use packet mix?

A. Yes! Of course you may! Any of the store-purchased packet mixes would be fine!

Q. To ice or not to ice?

A. This is totally up to you! The students enjoy a variety of cupcakes to choose from.

Q. To decorate or not to decorate?

A. This is a personal choice, and totally up to you! What makes this event is the huge variety of decorations that we receive – but if decorating is not your thing...simple cupcakes are always a HIT as well.

Q. May I use cream to decorate my cupcakes?

A. NO. To comply with the Food Safety standards, WE CANNOT accept any baked-goods that use fresh cream, cream cheese or require refrigeration.

Q. Where do I bring my home-baked goodies?

A. Drop-off will be located in the Shelter Shed (next to the Uniform shop) on Friday morning, STRICTLY FROM 8.45 AM. We would prefer that you dropped off in the morning to give our wonderful volunteers time to sort and count. If you can't drop off personally, please organize to send along with a neighbour/friend.

Q. What should I bring my cupcakes in?

A. Please consider bringing your cupcakes in a disposable container, paper plate, box or foil tray. You are welcome to bring them in a well-labeled container (lid & base with name, student, grade, phone). A separate table will be set up at the end of the day for all containers to be collected. All un-collected containers will remain at the school office for collection, otherwise please contact the Cupcake Stall Coordinators.

Q. Do I need to supply a list of the ingredients?

A. If you have nominated to bake an Allergy-Friendly Option, or a Gluten-Free Option or a non-cupcake Option – a list of ingredients or a copy of the recipe will be necessary. Parents making Allergy-friendly or Gluten free options need to ensure that the cup cake plus any icing/fondant and decorations (such as lollies) also is allergy-friendly or gluten free.

Q. Are the cupcakes nut-free?

A. Bell Primary School's policy for staff, students and parents is to be well-informed and aware of food allergens in our community. At Bell Primary School it is requested to limit nuts in the foods brought to school.

The Allergy-Friendly cupcakes will be clearly labeled and separated from the 'generic' cupcakes. Please assume that all remaining 'generic' cupcakes may contain nuts, dairy and eggs unless clearly stated otherwise.

Q. My child has a food allergy, where can they purchase safe cup cakes?

A. Please advise your child to purchase from the table selling allergy friendly cupcakes and food only. Your child will be asked about what allergies they have. The parent helper will advise what options are available to the child that don't contain the ingredients that the child is allergic to. Eg: A Child says they have allergies to egg, dairy and nuts. The child will be advised on cup cakes that do not contain egg, dairy and nuts in the listed ingredients. If your child has specific allergies, please consider baking a batch of cupcakes to meet their needs.

Q. Are the cupcakes gluten free?

A. The Gluten-Free cupcakes will be clearly labeled and separated from the 'generic' cupcakes and will be available for purchase from the Gluten-Free area of each table. Please assume that all remaining 'generic' cupcakes may contain gluten unless clearly stated otherwise. If your child has gluten free requirements, please consider baking a batch of gluten free cupcakes to meet their needs.

Q. My child has a gluten intolerance, where can they purchase safe cup cakes?

A. Please advise your child to purchase from the area of each table selling Gluten-free cupcakes and food only. If your child has gluten free requirements, please consider baking a batch of gluten free cupcakes to meet their needs.

Q. Does this event comply with the Bell Primary School Healthy Eating & Dental Hygiene policy?

A. Yes. For further information please refer to the Bell Primary School Website.

Q. Does this event comply with the Food Safety Regulations?

A. The *Food Safety Regulations 2010* allow non-for-profit organizations to run Sausage Sizzles and Cake Stalls for the sole purposes of raising funds. Although we will not be selling any food that requires refrigeration, the Cupcake Stall would be considered Class 3, as the cupcakes are not individually packaged.

With guidance from the Darebin City Council, all fundraising events on school property do not need council approval, however as volunteers we must be aware, informed and operate within the Food Safety Regulations, and take responsibility for any incident that may occur. If you are more knowledgeable in this area and would be able to clarify, or provide guidance, please contact the FUNdraising group.

Q. Can I bake more than 1 batch?

A. Yes of course! The more the merrier! Or perhaps share the fun with a friend.

Q. Can parents purchase cupcakes?

A. The Cupcake Stalls officially open for business after the school bell at 2.30pm. We would ask all parents & guardians to allow the Bell Students an opportunity to purchase cupcakes first. Parents & guardians are welcome to assist purchasing for younger students and siblings.

Q. What happens to the leftovers?

A. In previous years, any remaining cupcakes have been donated to the OSH Club, Scout groups or the local Auskick centre. Please if you have a local club or charity that would be able to enjoy the remaining cupcakes, please contact the Cupcake Stall Coordinators. Please note, the remaining number of cupcakes will vary from year to year.

Q. What happens if there are not enough cupcakes?

A. A wonderful team of helpers sort and roughly count the number of cupcakes that have been pledged. We can only give an indication just prior to the stall if we need to enforce a quota for each student. This is one reason why we ask parents to allow the students priority when purchasing.

Q. What time does the Cupcake Stall open?

A. At the sound of the final school bell at 2.30pm.

Q. "I pledged some cupcakes, however I ran out of time!"

A. No problem, this is not an event to induce stress!

Q. Do I send money along with my child to school?

A. If you intend to send money to school with your child – please place it in an envelope and clearly label with name, grade and the amount of money enclosed. Cupcakes will be \$1 and we will inform children on the day if there are enough cupcakes to purchase either 1 or 2 cupcakes per child (dependent on the donated cupcakes received).

Q. If I want to help out and see all the ways in which I can volunteer, where do I go?

A. Sign Up has everything you need to know:

<https://signup.com/client/invitation2/secure/326990687467694017/false?popup=true#/invitation>

Any further questions, queries please reach out at bellprimaryfundraising@gmail.com