

Charity Fundraising Bake Sale Guidelines

Bake Sales are one of the most common requests received by students for fundraising and are relatively simple to run. The most important part is ensuring you have completed an events booking form, to ensure the space you wish to use is available and booked, and that food safety regulations are being followed.

Event Booking Form

If a student enquires about putting on any fundraising event, such as a bake sale, they must always first complete an [event booking form](#). The form will have an option to select that it is a fundraising event. They should also complete and return a Risk Assessment which can be found alongside the event booking form [here](#). If home cooked goods are being sold, Food Hygiene certificates must be provided for those that will be involved in the baking.

Guidelines

The Students' Union and UWE both have their own sets of guidelines.

Most importantly, all Bake Sales must comply with [Natasha's Law](#) by labelling all food ingredients for food items.

UWE Charity Cake Stall guidelines must be followed along with this guidance.

Allergens cards must be displayed.

The key points from guidelines:

- You are required by law to provide a list of allergens when selling food. There is a tick list within the bake sale guidelines to show whether any cakes contain allergens and display this needs to be displayed clearly with the cakes.
- When fundraising funds for charity the food cannot be a fixed price, only a suggested donation, any price labels must say suggested donation.
- No warm or reheated food and no meat.
- Anyone preparing/baking goods for the Bake Sale, must have complete a Level 2 Food Hygiene qualification.

Donations

Donations can currently be accepted in 2 ways:

Cash donations: These are collected directly into donations tins and buckets at the bake sale. The donations buckets/tins must be clearly labelled with the name of the Charity, and the UK Charity Number that the funds will be donated to.

Online donations: These can be set up on the Club or Society SU Webpage in denominations of £1, £2 and £5. When set up the ticket must clearly state the Name and UK Charity Number for the Charity funds are being raised for.

Donation Tins and Buckets

If students wish to borrow donation buckets, they can be collected from the Opportunities Department. They should be sealed and cable tied.

Donation tins and buckets should be returned to The Students' Union still intact for the money to be counted by finance. Once the money has been counted you will need to fill out a donations form which can be found [here](#).