

Selling Food.

Student Activities & Leadership

Bake Sales are popular. With intense planning and prep work your event will be a huge success!

***If you would like to sell 'hot' foods on campus, there are additional permits and fee that apply when planning your fundraiser. See Student Activities for more information ***

Step 1

Fill out **Fundraising Request Form** and **Facility Use Form** three weeks in advance. Be sure to get advisors signature and submit all documentation to Student Activities for approval. *Bake sales are not scheduled on Wednesdays.*

Step 2

Once Facility Use Form has been received and approved, begin promoting your event to the campus community. Generally, this is done two weeks in advance. Student Activities can help with flyer design, consultation, and printing.

Step 3

With your team, plan and organize volunteers for set-up, during the event, and clean-up. 2-3 volunteers are ideal for each hour block.

Step 4

Bake sale items may be made at home under standard clean conditions. Items must be individually wrapped and packaged, prior to arrival. No exceptions.

Step 5

Sign must be displayed at event: *Prepared at a facility not inspected by Regulatory the Authority*

Step 6

A volunteer who has a valid Food Handlers Permit must be at the table through the duration of the event. No exceptions.

Step 7

If a cash advance was requested, pick-up monies at Business Office the morning of the event. Be sure to deduct cash advance from total revenue and return advanced money to Business Office.

Step 8

Be sure to have gloves, hand sanitizer, cash box, and inventory log for use during the event. All items these available to use in Student Activities. Kitchen does not loan out pans, aprons, gloves, spices, etc. These speciality items must be brought from home. No exceptions.

Step 9

Keep detailed records of items sold. **Revenue Record Sheet** must be used. Each item must be sold, no free items or discounts.

Step 10

At the conclusion of the event, the organization is responsible for clean-up and filling out the **Activity Deposit Form**. Deposits must be made within 24 hours to the Business Office. Club Advisor & Student Activities need to sign deposit form.

Step 11

Once revenue is deposited, Business Office will issue a receipt that needs to be brought to Student Activities to be placed in the organization binder.

Opportunity Drawings.

Student Activities & Leadership

Opportunity Drawings are a great way to raise additional revenue. Organizations must follow the rules set forth by the State's Gambling Commission and Grays Harbor College Policies.

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Step 4

If you are seeking donations for your raffle, draft a letter explaining the organization, purpose of request, and any other pertinent information when approaching businesses.

Step 5

If multiple volunteers are going to sell tickets, a master log needs to be kept to inventory of which ticket numbers are being sold by who, and how many.

Step 6

Advertising and tickets (when applicable) must have pertinent information printed on it: a) raffle start date and drawing date/time; b) all prizes and value; c) contact information and sponsoring organization; d) Whether an entrant is required to be present to win, or not.

Step 7

If a cash advance was requested, pick-up monies at Business Office the morning of the event. Be sure to deduct cash advance from total revenue and return advanced money to Business Office.

Step 8

Be sure to have pre-numbered tickets that have a detachable section bearing the same numbers as the ticket. Keep accurate records of starting and ending ticket numbers.

Step 9

Keep detailed records of items sold. **Revenue Record Sheet** must be used. Each item must be sold for the same prices as every other ticket. No free items or discounts will be awarded.

Step 10

At the conclusion of the event, the organization is responsible for clean-up and filling out the **Activity Deposit Form**. Deposits must be made within 24 hours to the Business Office. Club Advisor & Student Activities need to sign deposit form.

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