

BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Administrative Business
TITLE: Fundraising - **Bake Sales**
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PURPOSE

To provide guidance for the Blessed Sacrament Catholic Women's League Council's Bake Sales.

POLICY

The Blessed Sacrament Catholic Women's League (CWL) will hold Bake Sales as needed to raise funds to support the Amherstview Council.

PROCEDURE

1. A Bake Sale may be held for fundraising at the discretion of the Council.
2. A Bake Sale Convenor will be appointed by the President. The Convenor is usually a volunteer member of the Council.
3. The Convenor, in conjunction with the Executive, will set a date for the bake sale (e.g., in conjunction with the Knights of Columbus Garage Sale) in collaboration with the parish office and the Pastoral Council.
4. The Convenor will enlist the assistance of volunteer members of the Council for any portion of the Bake Sale, including receipt, plating and pricing of baked items prior to the sale, help during the sale (at least two volunteers in addition to the Convenor per hour of event) and/or assistance with promotion.
5. Requests for baked items will be made to CWL members by phone and/or email.
6. Promotion of the Bake Sale will take place at least two weeks prior to the sale (e.g., advertisement in the bulletin, posters to community businesses, notices to Our Lady of Mt. Carmel school staff and parents, posted information on social media sites).
7. The Treasurer will provide the Bake Sale convenor with a float for the event.
8. The Convenor will ensure that tables are set up for the Bake Sale and will provide price lists, price labels, a cash box and calculators for volunteers.
9. Following the Bake Sale, the Convenor will ensure that the sale area is cleaned up and all monies are returned to the Treasurer.
10. All receipts for setting up the Bake Sale will be forwarded to the Treasurer for reimbursement.
11. The Convenor will provide a summary report at the next general meeting, detailing the Bake Sale attendance, revenues and expenditures, and recommendations for future sales.