**Bake Sale Tip Sheet**

A Bake Sale is a great way to fundraise for your student group; here are some helpful tips to get you started!

**Pick a date & Submit your event**
No matter how much detail you have finalized, it’s best to submit your event through BearsDen as soon as possible. Make sure to submit at least 15 Business Days in advance of your event.

**Book your space**
Bake sales are not permitted in SUB, CAB or HUB due to vendor restrictions and agreements. Why not try booking one of the following spaces:

- Business-Tory Galleria (Tory Atrium): rocentralbooking@ualberta.ca
- Rutherford Library: HssRef2@ualberta.ca
- Edmonton Clinic Health Academy (ECHA): echa.admin@ualberta.ca
- Education Building: 780.492.3650, vp.internal@educationstudents.ca
- Centennial Centre for Interdisciplinary Science (CCIS): vp.community@ISSSA.ca

*For Science student groups - as determined by COSSA membership only*

**Make sure you have enough volunteers**
Use handy sites like doodle poll to coordinate schedules.

**Quality and Type of baked goods**
- Know your target demographic and the time of year, themed baked goods are much more eye catching (especially during Halloween)
- It may be handy to keep a list of ingredients so people with food sensitivities and allergies can still enjoy your baked goods
- Bring a variety of goods so there is ample choice for hungry passer-by’s

**Market your product**
- Advertise your event on Social Media or submit a request to Student Group Services Bi-Weekly newsletter on BearsDen
- Don’t forget to decorate your table! People will be drawn to a visually appealing table
- Hang posters, banners, and other signs relating to your group or cause, so people know who you are
For questions and concerns regarding events contact:
The Student Event Risk Management Coordinator
Office of the Dean of Students
Tel: (780) 492-4145
Email: sgevents@ualberta.ca