BAKE SALE TIP SHEET

Here at SGS, we want nothing more than for student groups to hold successful fundraising events.

SGS has a sweet tooth – as does most of campus. It’s so hard to resist homemade baked goods, especially if you are not a culinary genius in the kitchen. By following the guidelines listed in this tip sheet, you’re sure to host a successful event. If you have any questions, you know where to find us!

- Student Group Services Staff

Edited by Chelsea Livingstone, SGS Admin Assistant (Summer 2012)

WWW.SU.UALBERTA.CA/STUDENTGROUPS

clubs@su.ualberta.ca | (780) 492-9789
040-A, Lower Level SUB | University of Alberta

1 :: PICK A DATE & BOOK YOUR SPACE

Decide when you’d like to hold a bake sale – far in advance of when you might need the funds. 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:

a) Business-Tory Galleria (BTG)
   Exams and Timetabling :: 780.492.5221

b) Chemistry Hallway
   Laura Pham, Senior Administrative Coordinator :: laura.pham@ualberta.ca
   Chemistry E3-44A :: 780.492.0530

c) Rutherford Library
   Michael May, Special Events Coordinator for Rutherford Library :: michael.may@ualberta.ca

d) Edmonton Clinic Health Academy (ECHA)
   ECHA Admin :: echa.admin@ualberta.ca

2 :: SCHEDULE VOLUNTEERS

You can use handy sites like www.doodle.com to make this easier!

3 :: DETERMINE QUALITY AND TYPE OF BAKED GOODS

You don’t necessarily want to have 200 oatmeal raisin cookies and 10 brownies – use our handy Google Doc Template by searching “SGS – Bake Sale – Baking Supplied” under Templates. You should also ask everyone who brings something to include the ingredient list so people with allergies can still enjoy your baked goods.

4 :: MARKET YOUR PRODUCT

Make sure that your table looks as sweet as the treats you are selling! If you have a visually appealing table people will be more likely to stop by. Get creative, have fun, and remember to tell people about your cause!