

CONSIDERATIONS

For hosting a Cake Stall or Sausage Sizzle on Election Day

The purpose of information sheet is to guide School Association Committees in the event planning and considerations for hosting a fundraising and community engagement cake stall or sausage sizzle during Election Day.

Permissions and Approvals

- Seek approval from the School Principal for use of school premises on election day.
- Ensure that you have School Association Committee approval through a motion to run this fundraising event.
- Contact the Electoral Commission to confirm stall placement requirements and ensure there's no conflict with polling activities or other vendors.
- If offsite, check with the venue owner (e.g., local council, hall committee) and obtain any permits needed.



Food and Safety Compliance

- Register your fundraiser with your local council, if required (some councils require temporary food business permits - there may be fees associated with this that you may seek consideration on waiving from the council.)
- Create a risk management plan for the fundraising event.
- Ensure all food handling meets food safety guidelines, including:
 - Handwashing facilities (portable if outdoors)
 - Covered food and sneeze guards
 - Gloves and tongs
 - Provide ingredient lists for cakes and clearly label any allergens (nuts, dairy, gluten, etc.).
 - Have a cooling/esky system for perishable items like sausages and butter-based cakes.
 - Some School Associations like to ensure that cake and sweet donations are fresh cream free



Volunteers

- Assign clear roles: cooks, servers, cash handlers, greeters.
- Provide a brief induction on food handling and cash handling.
- Consider a roster system to cover the day without volunteer fatigue.
- Ensure DECYPs compulsory Safeguarding Training has been completed prior to the day if the stall has students volunteering on the day
- Ensure a valid Working with Vulnerable People Card detail is stored by the School Business Manager or sighted by the Stall Coordinator
- Ensure you have a couple of extra volunteers that can step in or being extra hands on the day!





Pricing and float

- Keep pricing simple (e.g., \$3 drinks, \$3 sausages, \$5 cakes/sweet plates).
- Have a cash float ready with small change.
- Consider card payments if possible (Square/PayPal)
- Have clear signage for prices and EFT availability.

Promotion and Signage

- Consider your call for donation of cakes and sweets early on in planning
- Advertise in school newsletters, Facebook, local community pages, and via signage at the polling location.
- Use School Association Committee approved signage to identify the fundraiser and its purpose (e.g., "All proceeds support school library upgrades"). NOTE: to use the school branding you must seek approval from the school principal prior.
- Have fun creating your names of offerings - we have seen some wonderful creations over the years!



Equipment and Setup

For a sausage sizzle: BBQ, gas bottles, bread, sauce, onions, serviettes, tongs, knives, gloves.

For a cake stall: Tables, display stands, cake boxes, signage, sneeze guards. Don't forget: Trestle tables, signage, tablecloths, bins, water for handwashing/cleaning, hand sanitizers, aprons, name labels, and big tubs to put everything in to take home and clean.

Ethical and Political Neutrality

- Maintain strict neutrality (no candidate signage or endorsements)
- Volunteers should not wear political badges, hand outs, or engage in political discussion while on stall duty.

Insurance

- School principal approved fundraising School Association events are covered by the schools public liability insurance.
- Volunteers should be covered under your school association's insurance provisions.

