

# Fun ~~PAIN~~ CAKE DAY 2019



Get together for  
**a great cause.**

**PLANNING GUIDE**



## About Uniting

For over 100 years, we've delivered community services across Victoria, from Albury-Wodonga in the north and Mallacoota in East Gippsland, to the Wimmera in the west - and Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental health issues. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide people with opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers in our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

**Get together**  
**Cook for a great cause.**

Pancake Day is an annual fundraising event that raises money for our work in local communities.



## We're here to help

All the information about Pancake Day 2019 including Frequently Asked Questions is online at [victas.pancakeday.com.au](http://victas.pancakeday.com.au)

If you have any queries you can call the Pancake Day Team on 1800 060 543 or email us at [pancakeday.info@vt.uniting.org](mailto:pancakeday.info@vt.uniting.org)

## Planning *your* ~~the~~ event

### **Important note about your Authority to Fundraise:**

It is a legal requirement that everyone fundraising receives a letter of Authority to Fundraise via email from us, and a Pancake Day Fundraiser ID number.

Having the Authority to Fundraise means that supporters of your event can take part knowing that the money they spend is going to a specific cause, and they are contributing to a responsibly-run event.

Please ensure you keep your Authority to Fundraise safe and feel free to share it as you need to. Please contact us on 1800 060 453 or [pancakeday.info@vt.uniting.org](mailto:pancakeday.info@vt.uniting.org) should you have any queries about the Authority to Fundraise process.

## Step 1: Choose your date

**Tuesday 5 March** marks the start of Pancake Day and you can hold your event **any time during March or April**. Pick a date that you think will mean the most people possible can attend.

## Step 2: Choose your location

We all know it's about location, location, location!

Where you hold your event can make a big difference to how successful it is. It could be your church hall, workplace, school or sports centre.

Or you could get out and about in a park, café or shopping centre (although that will take a bit more planning). The main things to think about are, where are you likely to find the most pancake lovers... and importantly, make the most money!

## Step 3: Set your fundraising targets, and do your budget

Obviously as well as having fun, this is all about raising money to support those in our communities who need it most.

Work out your costs and set up a budget. Use that budget to set your fundraising target taking into account the price you will charge and how many people you think will attend your event:

- Decide how much you can sell your pancakes for
- You can charge for extra toppings – examples are fresh fruit, sauces, lemon, and maple syrup.
- You could charge an entry fee and make the first pancake free.
- Maybe run a competition at your event with an entry fee...pancake tossing anyone?
- Some big events hire a coffee cart and make more money that way.

However you do it, ensure you keep costs to a minimum, to maximise funds raised.

Better still – ask local businesses or organisations to get involved. You can ask them to donate ingredients, sponsor your event or make a cash donation. Be sure to show them your Authority to Fundraise letter and offer to acknowledge them in your newsletter, on any posters, in any newspaper coverage or your social media posts.

You could even partner with a local business and ask them to match the money you raise dollar for dollar! Why not think big!

## Step 4: Get creative and have fun!

Stand out from the crowd with posters, streamers...and don't forget to wear your bright yellow Pancake Day apron! Find other fun ways to attract people to your Pancake Day event.

### **You could:**

- Hold a pancake tossing competition
- Hold a pancake decorating competition
- Have a pancake flipping race
- Invite a local celebrity.

### **At home:**

- Invite family and friends over for a Pancake Day breakfast or dinner
- Have a girls'/guys' night in
- Get together with your neighbours and hold a street party.

## At school:

- Hold a class Pancake Day event and get students involved
- Sell pancakes to the staff, students and parents.

## At work:

- Host a pancake morning tea in your office
- Think about ways you can match the funds raised.

## Sports group:

- Instead of a sausage sizzle, sell pancakes – good for that post-training fuel up!
- Have a fitness competition with a donation entry fee beforehand – to earn your pancakes!

## At church:

- Have a pancake morning tea after the service
- Invite your local schools to collaborate - and help out!

## Public events:

- Choose a site that has lots of people walking past
- See page 6 for requirements for holding a public event.

## Step 5: Recruit volunteers

Many hands make light work! Get your friends, family, co-workers, church members and local community involved in cooking and serving pancakes, and generally helping out with your event. Don't be afraid to ask – it's a great way to get to know your community – and everyone will have fun.

## Step 6: Get noticed

### Media coverage

Promote your event in your local community. Download the media release from the Resource page of the [victas.pancakeday.com.au](http://victas.pancakeday.com.au) website, change it to add your event details, then get the word out there.

- Ring your local newspaper, magazine or radio station, tell them about your event and send them your media release
- If you're trying to get media to attend your Pancake Day event, schedule a time it is easy for media to attend. 11am is often a good time
- Think about something different about your event that will help it stand out
- Make a good photo opportunity with your Pancake Day posters and apron.

### Photos

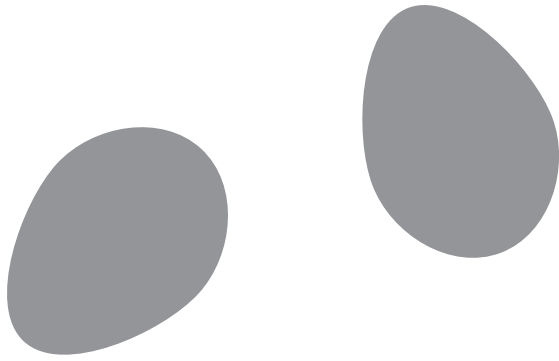
Ask your local paper to send a photographer to cover your event. If they can't make it, take good quality photos on the day and send them to your paper (call them first and find out the best way to do this).

### Social Media

Social media is also a great tool to promote your event. Share your event details and any photos - and don't forget **#ucpancakeday2019** and tag us @unitingvictas (Instagram) and @UnitingVic.tas (Facebook).

You can download social media resources from [victas.pancakeday.com.au](http://victas.pancakeday.com.au)





## Step 7: Holding your event

Ready, set, pancake! Cook up those pancakes and raise money for vulnerable and marginalised people in your community.

### Pancake tips

- Prepare pancake mix 30 minutes before you start cooking – this makes yummiier pancakes. Be sure to store it covered, and under 5°C.
- If you're cooking on a BBQ use oil, as butter can burn.

### Raise your money

- Make clear signs with the price of your pancakes eg: \$5 each or two for \$8
- Also make signs for the toppings you can sell
- Keep a secure collection tin for your customers to donate their loose change – it all adds up!
- Don't be afraid to charge a good price for your yummy pancakes – everyone knows this is a fundraising event.

*\* Everyone holding a registered Pancake Day event to raise funds for Uniting is exempt from charging GST on the sale of pancakes.*

### Look the part

- Deck out your venue with Pancake Day posters, use yellow streamers, yellow tablecloths etc (\$2 shops are a great place to start)
- Wear your brightest yellow outfit, pop on your name badge and sticker, and get flipping!
- Be sure the chef wears the bright yellow Pancake Day apron!
- Give a Pancake Day sticker with every pancake sold, for people to wear on their clothes/hat/bag.

### Let people know

Don't forget to publicise your event – how you're going to raise funds and what they will support – in your own newsletters, fliers, Facebook pages and groups etc.

- Make sure everyone you know has all the details, comes along – and brings their friends and family too!
- Share the details on social media. Download social media tiles from [victas.pancakeday.com.au](https://victas.pancakeday.com.au)
- Perhaps let the police or fire brigade know that you are holding an event. Invite them along – it would make a great photo!

### Safety matters

- Ensure you have reviewed and actioned all elements of the safety aspects of holding an event found on pages 6-8 of this guide
- You should hold "team briefings" to make sure that everyone involved is aware of safety issues and knows what to do if there is an emergency. It's a good opportunity to be sure that roles are clearly assigned, including First Aiders. We suggest holding a meeting a few days before the event as well as an hour or so before the event kicks off.



## Step 8: Making it count - submit the funds you raised

Make your fundraising count so our programs receive your hard-earned money. Please try to submit all funds raised within 4 weeks of your event.

1. Refer to the instructions on your Funds Submission Form and send it back to us in the pre-paid envelope provided, or email it to us at [pancakeday.info@vt.uniting.org](mailto:pancakeday.info@vt.uniting.org)
2. Deposit online via EFT, and pay into:
  - Account name – Uniting (Fundraising)
  - Account number – 347047
  - BSB – 033 005
  - Include your Pancake Day Fundraiser ID number.
3. Go to a branch of Westpac and deposit your funds using the same banking details above

### **Important:**

- Every event coordinator received a unique Pancake Day Fundraiser ID number on their Authority to Fundraise letter
- Please ensure you include this unique ID# as the reference number on all bank deposits
- Please ensure you post or email the Funds Raised Form – including your unique ID number - back to Uniting regardless of how you deposit your funds.

Using this unique ID number will ensure we know who each deposit came from and we can provide a receipt accordingly.

## Step 9: Give us your feedback

Shortly after the event we'll email you a brief survey so you can give us feedback about Pancake Day 2019. We'd really appreciate hearing what you think, as well as receiving any photos or clippings you can send us.

Last but not least, you can also tell us if you'd like to pre-register for Pancake Day 2020!

All that in the survey to come...

# your Holding a public event?

All temporary food premises, including Pancake Day events, held in public spaces and selling to the public must register with the local council health department (this does not apply to private events such as schools, offices etc.).

## It's really easy

In your Host Pack we have included a copy of the Uniting Certificate of Currency (Public Liability Insurance) which will cover all Pancake Day events for which an Authority to Fundraise has been issued. If you are asked to provide evidence of your Public Liability Insurance you can photocopy this document and give it to your local council.

Also enclosed in your host pack is a state-relevant information sheet.

- Victoria - a Streatrader information sheet for guidance and FAQs. Go to [streatrader.health.vic.gov.au](http://streatrader.health.vic.gov.au) and register to hold your event in a public space. Allow 10 days for your application to be processed.

Once your application has been processed, the local council may contact you if any more information is required to meet council regulations (they may ask for a copy of the Certificate of Currency and details of the event). They will then advise you whether a temporary food permit is required.

- Tasmania – for food handling and selling registrations you need to apply to your local council as all the councils have different requirements, forms and fees.

Once obtained, display the permit at your stall and show it to the council health officer if requested.

## Safety matters

- As the organiser, you and your team have a responsibility to make sure the area is safe and any food is safe to eat
- If anyone is ill, or has been ill in the past 48 hours, they should be excluded from food preparation and serving
- Everyone helping out should wear a badge with their name, your organisation and “Volunteer” or “Staff”.

## Site requirements

- Check the space you are using and make sure it's free from dust and insects
- Use clean, plastic table cloths on all benches and tables (easy to clean up spills)
- Designate particular people for different tasks. Some can collect the money, while others do the cooking and others can clear and clean.

## Cleaning and hygiene

- Hand washing facilities must be provided close to the stall. Use hand sanitizer if out and about
- Have a large supply of clean utensils or make sure you have washing facilities nearby
- Clean everything before and after the event
- Use disposable cloths/paper towels for cleaning, hand washing and drying
- Urns and other boiling water hazards should be located clear of any public access
- Make sure you thoughtfully remove or dispose of all rubbish. Please recycle where you can.



# Food preparation

All dairy products, including pre-prepared pancake mix, must be stored under 5°C. It should not be left out in the open. Dairy products can be stored in a fridge or esky with ice in the bottom and a layer of plastic (?)

- If you prepared your pancakes earlier they must be re-heated to 70°C and then stored at above 60°C while waiting to be served
- If handling food, remember to always wear gloves and use tongs
- Beware of possible allergies of customers. You can set up different stations for different types of pancakes and toppings, e.g. gluten free, dairy free, egg free or nut free

# Toppings

- All fruit must be washed properly before use
- Sugar and other toppings should be in a lidded container
- Chocolate items are best stored under 25°C

# Safety checklist

## 1. Food safety

- Nominate a Food Safety Supervisor to ensure all helpers are clear about food safety practices
- List and display all pancake and toppings contents to prevent allergic reactions
- Use gloves when handling food

## 2. Electrical safety

- Ensure all electrical appliances are tested and tagged
- Make sure cords are appropriately managed:
  - No trip hazards
  - No multiple powerboards
  - Ensure all electrical items are located in a dry area
  - All leads should be inspected prior to use

## 3. Sun safety

- Provide adequate shade for staff and volunteers
- Provide sunscreen
- Encourage helpers to wear hats if they are not in the shade

## 4. General hazard management

- Allocate a qualified First Aider (Level 2)
- Provide a First Aid kit and ensure supplies are up to date and adequate for the event
- Provide signage to identify location of the First Aid kit
- Provide a trolley for moving larger items
- Remove obstacles for people to access items
- Keep paths clear of rubbish, boxes, cords etc. to prevent tripping
- BBQs should be cleaned from fats and oils prior to use
- Urns, frypans and BBQs should be kept away from public access
- Ensure tables and BBQs are placed on a stable surface
- Gas bottles and fittings should be well maintained and checked before use

# First Aid

## General burn information

### 1. Remove casualty from danger

- Follow DRSABCD (see below)
- If clothing is on fire; STOP, DROP & ROLL
  - Pull casualty to ground – wrap in blanket or similar
  - Roll casualty along the ground until flame extinguished

### 2. Cool the burnt area

- Hold burnt area under cool running water for at least 10 minutes.
- If burn is to the eye, flush with water for 20 minutes

### 3. Remove any constrictions, clothing, or jewellery from the burnt area

- UNLESS they are sticking to the burn

### 4. Cover the burn with sterile, non-stick dressing

### 5. Calm the casualty

### 6. Call 000 for an ambulance

## WARNING

- Do not apply lotions, ointments or fat to the burns
- Do not touch injured areas or burnt blisters
- Do not remove anything sticking to the burn
- If burn is large or deep manage casualty for shock

## Remember your action Plan

- D** **DANGER** Check for danger - ensure the scene is safe
- R** **RESPONSE** Check for response - ask name , squeeze shoulders
- S** **SEND** Send for help - call 000 for an ambulance
- A** **AIRWAY** Open mouth - look for foreign material
- B** **BREATHING** Check for breathing - look, listen, feel
- C** **CPR** Start CPR - 30 compressions = 2 breaths
- D** **DEFIBRILLATION** Apply Defib (AED) ASAP and follow voice prompts



## Pancake Day inventory list

- Pancake mix
- Lots of toppings such as Nutella, lemon, sugar, strawberries, maple syrup
- Oil (spray cans are good)
- Water (for drinking and cleaning)
- BBQ or electric frypan
- Tongs, spatulas and scrapers
- Full gas cylinders and spanner
- Matches
- Fire extinguisher and/or fire blanket
- Electric urn
- Powerboard and extension leads
- Trestle table/s
- Chairs
- Paper plates
- Serviettes
- Plastic or wooden forks
- Tea towels, cleaning wipes, paper towels
- Disposable gloves
- Detergent, Spray 'n' Wipe, soap
- Buckets (for washing hands and waste water)
- Hand sanitizer
- Rubbish bins
- Esky and ice
- First Aid kit
- Council permits (if necessary)
- Money float
- Name badges
- Camera
- Secure collection tin (if required)

## Provided

- Authority to Fundraise letter
- Posters
- Stickers
- Apron

1800 060 543

[pancakeday.info@vt.uniting.org](mailto:pancakeday.info@vt.uniting.org)

[pancakeday.com.au](http://pancakeday.com.au)

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**Uniting**

Uniting is the community services organisation of the Uniting Church in Victoria and Tasmania.

