

Athletics Carnival Food Stall

TIME & DATE: Recess during the Years 3-6 Athletics Carnival in Term 3

VENUE: The Undercover Area at Subiaco Primary School

ORGANISED BY: Year 4 Parents

USEFUL TEMPLATES: Healthy Hub Poster <https://subiacops.wa.edu.au/community/parents-and-citizens/events/>

The Athletics Carnival Food Stall is much loved by the kids and is held during the morning recess period of the Years 3-6 Athletics Carnival in the undercover area and is organised and manned by parents from year 4. All students from Years 1-6 come to the food stall.

The P&C Event Co-ordinator will advise you of the date at the start of the school year.

Parents in Years 1 to 6 are all asked to donate food items to sell at the food stall.

The following information will assist those parents organising the event.

TIMELINE

4 weeks out from the carnival

Email the Year 4 parents advising them of the Year 4 fundraising event which is the food stall and ask for parents to help on the day setting up and manning the stall. An online volunteer schedule where people can sign up is helpful (e.g. Survey Monkey or similar). See Volunteer section below.

2 weeks out from the carnival

Put a notice in the newsletter about the food stall & put notices around the school. See Advertising section below.

10 days out from the carnival

Send out a Compass notice (with an alert so parents see it!) asking for donations of food for the food stall. See Advertising section below.

Set up boxes in the upper and lower halls clearly marked so people can drop donations off there & regularly collect the food and take it to the kitchen.

5 days out from the carnival

Send a reminder Compass notice about the food stall asking for food donations & for children to bring in some coins for the stall. See Advertising section below

Put the icy poles in the P&C deep freezer as they take a few days to freeze.

Liaise with the Healthy Hub Committee (healthyhub.subi@gmail.com) about what times they will be in the kitchen as they prepare fresh food platters for the kids.

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2 days out from the carnival

Send another reminder Compass notice that the food stall is on and for children to bring some small amounts of change for the food stall.

Ask for any donations of food on the day of the carnival to be brought directly to the kitchen.

1 day out from the carnival

Make sure you've got approx 10 small containers (ice-cream or yoghurt tubs are ideal – the art room often has a good supply) for change. Find the laminated food stall signs in the kitchen which have the price of food items (50c, \$1, \$2) so they are ready to go on the tables the next day.

Stack up all the food on the side benches so the main bench is clear for the Healthy Hub Committee to prepare their fresh fruit.

Day of the carnival

Before the food stall

Set up table outside the kitchen for food donations. Have parents rostered on from 8.30 in the kitchen to collect food and to start organising the food into various price points (50c, \$1, \$2).

Locate the trestle tables and start setting those up in the undercover area. You will need approx. 10 (more if they are available). Get parents to take food over & to put the signs on the tables with tape or blu-tac showing the price of the items on each table.

Get the cash float from the P&C safe and put denominations of money into the containers so that each table has a good supply of small notes & coins.

Get the esky out and fill it up with icy poles close to recess. Make sure you've got a couple of pairs of scissors to cut the tops off and cut the tops off before the recess break to make it easier for the servers.

During the food stall

You will ideally need 1-2 parents per table during the food stall as it is hectic and often the younger kids need some help with their money.

After the food stall

Collect all the money and have a few people counting it in the kitchen putting it into the small plastic bags. Once you've finished counting it all, put the money into the P&C safe and email the P&C treasurer (treasurer@subiprimarypc.com.au) with the final amount raised.

Dispose of all the packaging into the bins. Pack away the trestle tables. If there is food left over and if there are volunteers willing to stay until lunch time, you can sell the remaining items for 50% off which usually clears it all.

Please wash any platters/utensils used, pack away all items and leave the kitchen in a tidy state.

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FOOD DONATIONS

All parents in years 1-6 are asked to donate food to be sold at the food stall. Food items that sell really well include cakes, biscuits, muffins, icy poles, healthy snacks. In some years parents have made sushi, noodles, spring rolls & wontons which were very popular.

For homemade items (which we encourage people to do) we need to ask parents now to list the ingredients due to the number of children with various allergies. And of course no nuts!

COST

All food items are sold for 50c, \$1 & \$2.

As a guide, \$2 items would usually be cakes and muffins and larger items, \$1 items include icy poles, lamingtons, cupcakes, biscuits, chips, popcorn. 50c items are the small things such as Freddos.

ADVERTISING

The food stall needs to be advertised throughout the school. There are posters available on the school website (<https://subiacops.wa.edu.au/wp-content/uploads/Healthy-Hub-Poster-Template-1-1.pdf>) and it is good to put a few of these around the school outside classrooms.

You will also need to advertise it a couple of times via the School Newsletter & via Compass. A suggested timeline of this is set out below.

10 days before the carnival

Put posters up around the school.

Please ask for donations of food via Compass & the School Newsletter approx 10 days before the carnival. To get these notices out please email the school front office requesting the notice go out in the next School Newsletter & via Compass with an alert so parents see it (subiaco.ps@education.wa.edu.au).

Some suggested working for the Compass announcement (to go to all parents in years 1-6 with an alert) & the School Newsletter notice is set out below:

The year 4 parents are running a food stall next [INSERT DAY & DATE] at recess time during the Years 3-6 Athletics Carnival. The food stall is for children in years 1-6 to enjoy.

We do need donations of food from all children in years 1-6 please. There will be boxes in the upper and lower halls where food can be dropped in the week before the carnival. On the day of the carnival could you please deliver your food directly to the kitchen (next to the art room).

We love donations of homemade food but need to ask that you put a note with your food listing the ingredients due to children with allergies.

Items of food that are always popular include honey joys, cakes, lamingtons, biscuits, muffins, icy poles and healthy snacks. Just remember NO NUTS!

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Please also remember to send along some spare change with your children on the day of the food stall. All food will be priced between 50c and \$2.

5 days before the carnival

Put the icy poles in the P&C deep freezer!

Send another notice about the food stall reminding parents again (suggested wording is below). Email the front office (subiaco.ps@education.wa.edu.au) and ask that they send out the following notice via Compass with an alert.

A reminder that the Year 4 parents are running a food stall this [INSERT DAY & DATE] at recess time during the Years 3-6 Athletics Carnival. The food stall is for children in years 1-6 to enjoy.

We do need donations of food from all children in years 1-6 please. There are boxes in the upper and lower halls where food can be dropped in the next few days. On the day of the carnival please deliver your food directly to the kitchen (next to the art room).

We love donations of homemade food but need to ask that you put a note with your food listing the ingredients due to children with allergies.

Items of food that are always popular include honey joys, cakes, lamingtons, biscuits, muffins, icy poles and healthy snacks. Just remember NO NUTS!

Please also remember to send along some spare change with your children on the day of the food stall. All food will be priced between 50c and \$2.

1 day before the carnival

Send another Compass announcement reminding parents to send in some coins with their children as people often forget and/or don't carry a lot of money these days. Some suggested wording is:

FOOD STALL TOMORROW

A final reminder to please send your children to school with some coins tomorrow to purchase something at recess time from our Food Stall. Everything will be priced from 50 cents to \$2 and proceeds go to the school. Please no large notes of money as they are difficult to change.

Please leave food donations at the school kitchen (next to the art room) after school today or tomorrow morning between 8.30am – 8.45am.

We welcome homemade goodies this year – savoury and sweet – please just remember to leave a list of ingredients.

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VOLUNTEERS

You will need helpers on the day before the carnival and on the actual day. Email all parents in your classes asking for volunteers (an interactive spreadsheet they can complete works really well so people can sign up to help). You may wish to separate it out into timeslots for setting up in the morning, helping at recess, packing away afterwards.

Make sure you stress in the email that parents will still be able to watch their child's race as people get nervous they will miss it if they are helping.

Ideally at recess you will need 15-20 helpers serving as it is hectic!!!

SET UP/PACK UP

Check with the deputy principals on where the trestle tables are as they do move about the school.

See the section in the "Day of the Carnival" above to guide you through the setting up and packing away after the food stall.

FLOATS & FINANCES

Please use the cash float located in the safe in the P&C cupboard.

One person to be responsible for handling the cash tin and distributing money into the containers for the food stall.

Each trestle table will need to have a container for collecting monies. Please put some small notes (\$5, \$10) and quite a good supply of 50c, \$1 and \$2 coins for change in each container.

There shouldn't be any expenses for the food stall as all food is donated.

After the food stall, try and have approx. 4 parents to count the money whilst other parents are packing away the tables etc. There are quite a lot of coins to count so the more helpers the better.

Firstly, please restore the cash float. Inside the tin you will find instructions about how many coins and notes there should be. Return the cash float to the safe.

Then count and bag cash takings into the small plastic coin bags that can be found in the safe. Please follow the instructions for the plastic bank bags (i.e. 20c coins are put into a bag in \$10 lots etc). Put it all into the calico bag (also in the safe) with a note as to how much money was counted and return it to the safe. Email the P&C treasurer (treasurer@subiprimarypc.com.au) to let them know there is money to be deposited and the amount that was counted.

LEFTOVER FOOD AFTER RECESS

If you have any parents that are willing to stay until lunchtime to sell off the remaining food, consolidate it all into 1 or 2 tables and sell it at lunch for 50% off. This is an excellent way of clearing remaining food and avoiding unnecessary waste.