

# Swimming Carnival Food Stall

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**TIME & DATE:** Recess during the Junior Athletics Carnival in Term 3

**VENUE:** The Undercover Area at Subiaco Primary School

**ORGANISED BY:** Year 2 Parents

**USEFUL TEMPLATES:** *Healthy Hub Poster*

The Swimming Carnival Food Stall is held during the morning recess period of the Senior Swimming Carnival but all Year 1 – 6 students come to the stall. The Event Coordinator will advise the date at the start of the school year. Recess time needs to be confirmed with the PE Teacher Andy Longhurst, he will usually let the Year 1 -3 students out a bit earlier so they have a chance to buy something. The food stall involves selling various donated food items to the students to raise funds for the P&C set up on trestle tables in the undercover area at the school. The whole school community donates food. The following information will help the organizing parents to run the event.

## **FOOD DONATIONS**

Please ask for donations of food from the whole school community (Years 1 – 6). Donations should include healthy snacks as well as treats such as cupcakes. Other ideas include slices, raw veggies, Quelch icy poles and in the past parents have also decided to make sushi, wontons and other international foods. This is a great way to get parents from other cultures involved in fundraising activities. It may be helpful to ask for donations on disposable plates and trays to avoid having to return to parents. Sometimes local businesses will also donate food items if asked.

*Please let everyone know that all food donations must be Nut Free*

## **COST**

The cost of each item is 50c - \$2.00.

## **ADVERTISING**

The Food Stall will need to be advertised via the School newsletter and school news feed (email our Library Officer, Joanne at Joanne.Dumaresq@education.wa.edu.au for both the school newsletter and school news feed). Posters should be put up around the school. You may like to use the Poster Template available at the beginning of this page under "Useful Templates".

## **VOLUNTEERS**

Help will be required. Email all parents in your classes and ask them to bring food donations and request volunteers to help on the day as you will need parents to help set up and sell items.

## **SET UP / PACK UP**

On the day set up trestle tables in the undercover area to display the food items. There are some trestles in the woodshed; the key is available from the front office. You might want to bring some extra trestles from home if you have them. There are laminated price signs in the kitchen or you can make your own. At the end of the food stall return trestles to the wood shed and all kitchen items to the kitchen. Count the takings and leave in the P&C safe. Please see instructions for cash handling below: At the end of the food stall return trestles to the wood shed and all kitchen items to the kitchen. Count the takings and leave in the P&C safe. Please see instructions for cash handling below:

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## FLOATS & FINANCES

Please use the float in the cash tin located in the safe in the P&C cupboard in the Supplies room in the lower block for your change. You may need to arrange to change some of the notes into coins prior to the day of the stall. There are also some clear plastic containers in the P&C cupboard, which you are welcome to use for your floats. At the end of the stall please count the takings and let me know how much was made. There shouldn't be any expenses as all food is donated. I've included the excerpt from the P&C Financial Guidelines, which relates to cash takings below:

### *Cash Takings (including cheques)*

*Count and bag cash takings and place in a calico bag in the school safe. Plastic cash bags and calico bag are located near the safe. (The P&C safe is located in the P&C cupboard in the supplies room in the lower hall). When counting cash takings please follow the instructions on the plastic bank bags (For example 20c coins are put into a bag in \$10 lots so if there are \$20 worth of 20c coins, there will be 2 bags of 20c coins each with \$10 in them). Try to avoid taking cash home. If this is not possible, for example if it is a night event and the school safe is not accessible, use appropriate precautions to handle the cash safely. Advise a second person on the amount being taken home and return the cash to the school safe at the next possible time.*

*Actual takings (income) from the event need to be split into CASH and EFTPOS using the Banking Templates.*

*For all cash (and cheque) takings, a BANKING DEPOSIT FORM must be completed and placed in the calico bag with the cash in the safe. This form is attached and you will also find this form in the P&C Tray in the P&C cupboard located in the supplies room in the lower hall. The banking of the takings from fundraising events will only be done by the treasurer. Nominate one parent volunteer to handle the cash and this person will be given the safe code from the Event Coordinator. This safe code must not be shared and will be changed after every event.*

## INSTRUCTIONS & RECIPES FOR SOME FOOD IDEAS

Please note the following are OPTIONAL and it is your choice what food you provide

### **Pizzas**

Quantities for 80 pizzas (320 slices):

14Pkts Bazaar Lebanese Bread (6 in a pkt)

2.5Kg block Virginia ham (chopped with Thermomix or food processor)

2 x 500g grated Mozzarella Cheese

4 x 1kg block cheese (grated with food processor grater)

7 bottles of pizza sauce

Night before:

Make up the pizzas using pita bread with tomato ham and cheese.

Stack 5 pizzas (8 pizzas if just tomato and cheese) on plastic trays alternating pizza, grease proof paper and then wrap them in glad wrap. Put in fridge over night. Do not stack trays on each other as it wrecks the pizzas.

On the day:

7 x pizza ovens, cutters, chopping boards (must be wooden ones), alfoil in SK

Serviettes for serving pizza on in SK,

Pizza's are cut into 4 pieces and sold for \$2 a piece.

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High power requires each oven to be run off a separate extension lead. Not possible to plug them all into a power board or this will blow the fuse.

Start cooking approx 30 min before anticipated serving time and lay on platters covered with alfoil

## **Smoothies**

Quantities for carnival (estimated 200 serves):

12 litres milk

3kg bananas (need freezing for smoothies)

12 punnets strawberries (need freezing for smoothies)

Before the day:

Peel bananas and break into 3cm pieces. Wash and hull strawberries. Freeze in airtight containers.

On the day:

8am on the day put milk in freezer to get it really icy.

Collect 2 x blenders from school kitchen

Collect small and large plastic serving glasses from school kitchen

Collect bucket of water and dish clothes for dealing with spills from school kitchen

## **Icy poles**

Quantities for carnival:

10 packets Quelch icy poles (24 in a pkt)

NOTE: These will take much longer to freeze than you expect if done in domestic fridge. Allow several days.

On the day:

Leave icy poles in freezer till last minute.

Use big esky from school kitchen

Need scissors for cutting, available in the school kitchen

Sold @ \$1ea.