



# BAKE SALE INFORMATION PACK

**Everything you need to plan, promote  
and run a successful bake sale!**

# INTRODUCTION

## Welcome to My Sight Notts Bake Sale Information Pack!

Holding a bake sale is a great way to bring people together and raise funds for My Sight Notts. This pack is designed to help you organise and run your bake sale. There are lots of useful tips and templates for you to use - and some recipes too! We're here to support you all the way - just get in touch and let us know all about your event.

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- Gluten Free Carrot Cupcakes
- Chocolate Chip Cookies

### Event Poster

### Bake Sale labels

### Thank you certificate

### Bake Off certificate



# ORGANISING YOUR BAKE SALE

Planning a bake sale can feel like a big task, but with a little preparation it can be both simple and enjoyable. Here are some helpful tips to guide you every step of the way.

## 1. Choose a date and time

Pick a date when people are most likely to attend and/or contribute baked goods. You might want to link your bake sale to a special occasion or awareness week like **National Eye Health Week** (last full week of September) or **World Sight Day** (8th October) - or celebrate a personal milestone such as a birthday or anniversary.

Think carefully about timing too - lunchtime, after school or before or after work tend to work well during the week, while weekends and school holidays often offer more flexibility.

## 2. Select a location

Decide where your bake sale will take place - this could be at work, school, a community centre or even at home.

Consider practical details such as:

- Space for displaying baked goods
- Access to a kitchen or water
- Availability of tables and chairs
- Whether the location is easy to find (and if signage is needed)
- Parking (if relevant)

# ORGANISING YOUR BAKE SALE

## 3. Promote your bake sale

Spread the word to maximise attendance. Use posters (we've provided one in this pack), social media and group chats to advertise your event. If you're hosting at work or school, ask if you can share details via internal emails and noticeboards. Don't forget to send reminders as the date approaches and invite friends and family personally.

## 4. Plan your bakes

Ask friends, colleagues and family members to contribute baked goods so you can offer a good variety. You might want to coordinate who is bringing what to avoid duplication.

You may want to include:

- Vegan and gluten-free options
- Both sweet and savoury items – sausage rolls and samosas are popular!
- Shop-bought treats (perfect for non-bakers!)

Adding a theme can make your event more fun - consider seasonal themes (Valentine's Day, Halloween, Christmas), popular culture (films, books, sporting events) or even an "Around the World" concept featuring international delicacies

# ORGANISING YOUR BAKE SALE

## 5. Set your prices

Decide whether to price items individually or ask for donations. Clearly label your baked goods so people know what's on offer and how much to give.

## 6. On the day

Set up your sale and make sure you have everything you need, such as:

- A float with plenty of change
- Tablecloths and serving items (plates, napkins, cutlery, cake knives)
- Donation boxes
- Information about My Sight Notts
- Decorations and signage
- Labels for each item
- Containers for leftovers

If possible, organise a rota so helpers can take turns running the stall.

### **Food safety is important!**

Clearly label items containing allergens (such as nuts, dairy or gluten) and keep them separate. Wash your hands regularly and maintain good hygiene throughout the event.

**Most importantly - enjoy yourself!**

# ORGANISING YOUR BAKE SALE

## 7. Wrap up and say thank you

Once your bake sale is over, total up the amount raised and share the result with your supporters. We have provided a 'Thank You' poster you can use to do this.

Make sure to thank everyone who contributed and attended, and follow the guidance provided on how to submit your donations.



# BAKE OFF!

Add some extra fun to your bake sale by hosting a bake-off! Invite participants to either bake their favourite cake or create a specific type of cake, then see who comes out on top.

Ask friends or colleagues to help judge, or let everyone attending the sale vote for their favourite bake. Don't forget a prize for the winner! A certificate is included in this pack to congratulate the winner too.

Take a photo of the Star Baker and share it with us - we'll feature it on our social media.



## Extra Fundraising Ideas!

You can make your bake sale even more enticing and raise a few extra pounds with additional competitions and activities, such as:

- Guess the number of sweets in the jar
- Guess the weight of the cake

Other fun fundraising activities to consider:

- Raffle – keep a cake for a raffle prize
- Tombola
- Lucky dip
- Name the teddy
- Face painting or temporary tattoos
- Children’s craft activity

Feel free to get in touch to discuss any of these ideas or share your own creative suggestions!

# Fundraising Top Tips

## Spread the Word

Let friends, family, colleagues and local community groups know about your bake sale - and ask them to share it with their networks too. Keep encouraging people to attend and contribute.

## JustGiving

Set up a JustGiving page to collect online donations alongside cash contributions. You can create a QR code via JustGiving to use on the day, add to your posters or share via email and text, allowing supporters to donate even if they don't bring cash.

You can set up your JustGiving page for My Sight Notts by following this link <https://www.justgiving.com/charity/nrsb> and clicking on 'Start Fundraising'.

Make your page personal by adding photos and sharing why you are supporting My Sight Notts. This helps people connect with your fundraising journey.

## Match Funding

If your bake sale is at work, check if your employer offers match funding - this can double the amount you raise!

## Sponsorship

Consider asking local businesses or contacts to sponsor your event or donate baked goods to reduce costs.

## Set a Goal

Decide on a fundraising target and share it with your supporters. This can help inspire people and show the impact of their donations.



# The Impact of Your Support

The money you raise from your bake sale helps My Sight Notts provide real, life-changing support for people affected by sight loss in Nottinghamshire.

We provide a range of practical and emotional support services and social activities designed to help people living with sight loss to live independently, stay connected and regain their confidence.

£5 – translates info into Braille or audio

£10 – gives someone isolated a seat at our social hub

£25 – connects someone newly diagnosed with essential support

£50 – funds a counselling session for someone facing the emotional impact of losing their sight

£100 – supports group fitness or lifestyle sessions

£250 – delivers five 1-to-1 digital skills tutorials

£500 – trains healthcare staff in sighted guiding and awareness.

We cannot do the work we do without support from people like you. Every donation makes a real difference - whether someone is newly adjusting to sight loss or has lived with it for years.

You can find out more about My Sight Notts via our website at [www.mysightnotts.org.uk](http://www.mysightnotts.org.uk).

# Paying in your fundraising

**You can pay in the money you raise by bank transfer to:**

My Sight Nottinghamshire  
NatWest  
Sort Code: 56-00-61  
Account number – 00838659

Please put your name as a reference and let us know when you make the transfer.

**Alternatively, you can send a cheque to us at:**

My Sight Notts  
26-28 Heathcoat Street  
Nottingham  
NG1 3AA

# Contact us

If you want any support with your bake sale or any other information about My Sight Notts contact us:



0115 970 6806



[info@mysightnotts.org.uk](mailto:info@mysightnotts.org.uk)

# Classic Victoria Sponge

Prep time – 40 minutes. Cook time – 20 minutes

## Ingredients

200g caster sugar  
200g butter  
4 eggs  
200g self-raising flour  
2 tablespoons milk

## For the filling

100g butter  
140g icing sugar  
Vanilla essence (optional)  
170g strawberry jam  
Icing sugar to decorate



## Method

**Step 1-** Preheat the oven to 190°C (170°C fan) / gas mark 5. Grease two 20cm sandwich tins with butter and line the bases with non-stick baking paper.

**Step 2-** In a large bowl, beat together the caster sugar, softened butter, eggs, self-raising flour and milk until the mixture is smooth and well combined.

**Step 3-** Divide the mixture evenly between the prepared tins and level the tops using a spatula or the back of a spoon.

**Step 4-** Bake for around 20 minutes, or until the cakes are golden and spring back when lightly pressed.

**Step 5-** Turn the cakes out onto a wire rack and allow them to cool completely.

**Step 6-** For the filling, beat the softened butter until smooth and creamy. Gradually add the sifted icing sugar, then mix in a drop of vanilla extract if using.

**Step 7-** Spread the buttercream over one sponge, then add the strawberry jam. Place the second sponge on top to sandwich them together.

**Step 8-** Lightly dust with icing sugar before serving. Store in an airtight container and consume within 2 days.

# Gluten Free Carrot Cupcakes

Makes 12-14 cupcakes. Baking time -18-20 minutes

## Ingredients

- 200g gluten-free plain flour
- 1tsp baking powder
- ½ tsp baking soda
- 1 ½ tsps ground cinnamon
- ½ tsp salt
- 2 large eggs
- 150g brown sugar
- 50g white sugar
- 120ml vegetable oil
- 1tsp vanilla extract
- 200g grated carrots

## Cream Cheese Frosting

- 200g cream cheese
- 100g butter
- 200g icing sugar
- 1tsp vanilla extract



## Method

**Step 1.** Preheat oven to 180°C (160°C fan). Place paper cases into muffin tin

**Step 2.** Combine the dry ingredients in a bowl, mixing the gluten-free flour, baking powder, baking soda, cinnamon and salt.

**Step 3.** In another bowl, whisk the eggs, sugars, oil and vanilla until smooth and well combined.

**Step 4.** Fold the dry ingredients into the wet mixture until just combined. Avoid overmixing.

**Step 5.** Stir in the grated carrot.

**Step 6.** Divide the batter equally between the cupcake cases, filling till about two-thirds full.

**Step 7.** Bake for 18-22 minutes or until a skewer inserted in the centre comes out clean.

**Step 8.** To make the frosting, beat the butter and cream cheese together until smooth, then gradually mix in the icing sugar and vanilla extract.

**Step 9.** Allow cupcakes to cool completely before frosting.

# Chocolate Chip Cookies

Makes 10 cookies. Baking time - 10-12 minutes

## Ingredients

- 120g softened butter
- 75g light brown sugar
- 75g golden caster sugar
- 1 medium egg
- 1 tsp vanilla extract
- 180g plain flour
- ½ tsp bicarbonate of soda
- 150g dark chocolate, chopped into chunks
- Small pinch of salt



## Method

**Step 1.** Preheat the oven to 180°C (160°C fan). Line two baking trays with baking paper.

**Step 2.** In a bowl, beat the butter and both sugars together until the mixture becomes pale and fluffy.

**Step 3.** Add the egg and vanilla extract, mixing until everything is smooth and well combined.

**Step 4.** Stir in the plain flour, bicarbonate of soda, chocolate chunks and a pinch of salt to form a thick cookie dough.

**Step 5.** Spoon large tablespoons of dough onto the lined baking trays, leaving enough space between each cookie so they can spread while baking.

**Step 6.** Bake for around 10-12 minutes until the edges look firm, but the centre remains soft.

**Step 7.** Allow the cookies to cool slightly on the tray, then move them to a wire rack. They will become firmer as they cool.



# BAKE SALE

**When:**

**Time:**

**Where:**

All proceeds to My Sight Notts, supporting people living with sight loss across Nottinghamshire.

**Thank you for your support!**

**My Sight Notts  
Charity Bake Sale**

Thank you for helping us raise money by tucking  
into this...

Help us to raise money with this delicious...

**My Sight Notts  
Charity Bake Sale**

**My Sight Notts  
Charity Bake Sale**

Enjoy this yummy treat and support people  
living with sight loss

Thank you for supporting My Sight Notts

**My Sight Notts  
Charity Bake Sale**

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**My Sight Notts  
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# THANK YOU

for raising

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At the My Sight Notts Charity Bake Sale

Date \_\_\_\_\_



# CONGRATULATIONS

My Sight Notts Charity Bake Off Winner!

Date \_\_\_\_\_