

THANK YOU FOR GETTING YOUR BAKE ON FOR #DLDDAY. TOGETHER WE ARE RAISING AWARENESS OF DEVELOPMENTAL LANGUAGE DISORDER (DLD)

Bake Sale Guide

1. Organise your team

First thing you need to do is appoint a team leader. It should be someone who has excellent organisational skills. Next up, identify the volunteer roles you need and then get onto recruiting. We suggest several people dedicated to organising baked goods donations, handling publicity, setting up tables and/or the booth, selling goods, collecting money, and cleaning up. Many hands make light work.

2. Organise a bake goods donation sign up

Be sure to be specific in what baked goods will be needed for the sale straight from the start. So as not to end up with all chocolate cakes. You may send an email or set up a bake goods sign on sheet to organise donations. See our template here: <https://radld.org/dld-awareness-day/resources-media-ideas/>

3. Check your local food health laws

Some countries have health codes stating that everything must be individually wrapped. Also, each baked good donated should have an index card prominently attached that has the name of the dish and a list of ingredients. The name of the person who baked it could be important to know as well.



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4. Promote the Bake Sale

Use our editable posters to promote your upcoming bake sale. Decorate your school/workplace/community with the posters and email them round or post them in local social media groups/pages, etc.

5. Consider Timing and Location

Try to place your table and/or booth in a high-traffic area. To guarantee a heavy traffic flow, plan the sale around other coordinating events or breaks such as morning/afternoon tea.

6. Presentation Is Everything

Set out nicely decorated and organised tables. You can use RADLD's #DLDDay bunting and posters to decorate. Use purple and yellow tablecloths and balloons to make it fun. Divide the baked goods according to type (cookies, cakes) and/or serving size (whole cakes, individual cookies). If you have several tables, separate them into just pies, cakes, or even one just for chocolate goods.

7. Administration matters

Be sure to organise a cash float to manage purchases ideally in a lockable tin. We recommend having two people count the funds at the start and end of the sale to comply with fundraising best practice. You may wish to provide bags to help customers carry their goods. You may find tongs or gloves help with serving individual cookies, etc.

8. Bank the funds raised at the bake sale

Once you've held your event, head to the RADLD website to bank the event proceeds via our online donation form: <https://radld.org/get-involved/donations/>.

You did it! Thank you & well done!



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