Bake sale planning kit

A head start for your PTO or PTA board. Take what's useful and change the rest.

Timeline

2 to 3 weeks out

- [ ] Pick a date and place with the school
  Pairing it with a concert, game, or conference night can bring more buyers.
- [ ] Ask the school about rules for homemade food
  Some schools and areas have rules about home-baked food. Your school can tell you what applies.
- [ ] Set prices and a goal
- [ ] Share the sign-up for bakers and table shifts
- [ ] Add it to the school newsletter

The final week

- [ ] Decide how you'll take card payments
- [ ] Send bakers drop-off details and labeling notes
  Ask for an ingredient card with each item.
- [ ] Buy bags, labels, and plates
- [ ] Print price signs and allergen labels
- [ ] Get change and set up the cash box

Sale day

- [ ] Collect the baked goods and label them
- [ ] Set up the table
- [ ] Count the money with two people and record it

After the sale

- [ ] Thank bakers and helpers, and share the total
- [ ] Write down what sold best
  It makes the next baker sign-up easier.

Volunteer spots

A sample to adapt. Add, cut, or rename spots to suit your school.

Spot	When	People
Bakers Bake something to sell, and drop it off before the sale.	1:30 PM to 2:30 PM	12
Setup and Labeling Label and price everything, and set up the table.	2:00 PM to 2:45 PM	2
Sales Table: First Shift Sell treats and take payments.	2:45 PM to 3:45 PM	2

Spot	When	People
Sales Table: Second Shift Sell treats and take payments.	3:30 PM to 4:30 PM	2
Cleanup Pack up leftovers and leave the area clean.	4:15 PM to 4:45 PM	2

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Bags, boxes, and plates	$30	
Tablecloth and display	$15	
Labels and price signs	$15	
Napkins and gloves	$10	
Total	**$70**	

Shopping list

Party or dollar store

- [ ] Treat bags
- [ ] Bakery boxes
- [ ] Plates and napkins
- [ ] Tablecloth

Office supply store

- [ ] Cash box
- [ ] Labels
- [ ] Price signs
- [ ] Markers

Grocery store

- [ ] Food-safe gloves
- [ ] Plastic wrap

Easy things to overlook

Ingredient cards
A card with each item lets families with allergies buy with confidence.

Rules for homemade food
Some schools and areas have rules about home-baked food. It helps to ask before the sign-up goes out.

Selling where people already are
A table at a concert or game reaches more buyers than one on its own.

Two people count the money
Counting together, and writing it down, protects the volunteers as much as the money.

What sold best
A quick note on what went first makes the next baker sign-up easier.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.