



Jocelyn Kmet
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A 501(c)(3) nonprofit organization



Organizing A Bake Sale !

Time: 1 Month

What you'll need:

- Table
- Baked Goods
- Cash Box
- Blank email sign up sheets

Instructions

1. Contact Jocelyn and tell her you are interested in organizing a bake sale for PoP! Remember you can contact her anytime if you have questions.
2. Pick a place and time to hold the bake sale.
3. Find people who would be willing to bake for the bake sale and/or plan what you are going to bake!
4. Spread the word about the bake sale throughout the community and inform them what you are raising money for! Make fliers and encourage your friends to help you pass them around. You can also use social media outlets such as twitter and facebook to spread the word!
5. Make sure you have a table or surface for the bake sale as well as a cash box
6. Collect all baked goods the night before or day of the bake sale.
7. One to two hours prior to the bake sale set up the table and set the prices of the items you are selling.
8. Start your bake sale and be sure to thank your customers for supporting you and the mission of Pencils of Promise.
9. Share your efforts with the PoP family and community of supporters, send us pictures, videos, etc via twitter, facebook and/or email.
10. Contact Jocelyn to discuss the delivery of raised funds.