



European School of Luxembourg I

REQUEST FOR CAKE SALE AUTHORISATION

Surname:	First Name:	
Occupation:	Organisation:	

I hereby request permission for a cake sale inside the school grounds:

→ On.....during.....

→Location.....

.....

→Amount of cakes to be sold (approx):.....

→Number of people helping the cake sale:.....

People involved in helping:

Surname and name:	Occupation:	Class(if student):	Organisation:

All income generated from the cake sale will go to the following cause:

.....

I hereby declare that I have understood all the regulations concerning the organisation of a cake sale, and I am fully responsible for the observance of such rules by everyone involved in it.

Signature:.....

Date:.....

PLEASE RETURN THIS TO THE PRINCIPAL EDUCATION ADVISOR (at least one week in advance)

Principal:

Name and Signature:..... Permission Accepted/Denied Date:.....

Remark:.....



General Rules on the Organization and Management of the Sale of Cakes

The sale of cakes can be organized by: Pupils' Committee or BAC Committee in support of their activities, and/or teachers or groups of teachers from the school, as a solidarity fund collection. The organizers take the full responsibility for the running of such activity in accordance with these rules, primarily:

- a) hygienic conditions;
- b) organizational procedure;
- c) management of money.

Rules of Hygiene:

- The preparation of the cakes is to be done under strictly hygienic conditions, as appropriate for food items.
- No raw eggs must be present in the cakes to be sold. A full list of ingredients should accompany and be available at the sale point of each product.
- At least two students should be manning each sale point: one handling the money, the other the cake.
- The person handling the cake should be wearing hygienic disposable gloves, and deliver the portions on fresh napkins or paper plates. Nothing else is to be handled
- Cakes should be kept fresh in film paper or special containers and the same item cannot continue to be sold for more than one day
- The organizers are responsible for the table, etc. being left clean after the sale.
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Organizational Rules:

- The Committee or teachers organizing the sale should ask permission for such an activity (on the specific form). The permission form should be submitted to a Principal Educational Advisor at least one week before the activity
- All students (or adults) at the point of sale should have available at all times a note signed by the organizers, authorizing them to do such a sale.
- Cake sales can take place during breaks or free periods and should not interfere with lessons.
- A leaflet showing the dates of the cake sale should be displayed in the staffroom or on information boards (they cannot be stuck on walls or glass).

Handling of Money:

- All the proceeds taken from the sale of cakes should go directly to the designated organizers
- The designated person from the BAC or the pupils' Committee should deposit the amount in the respective accounts, with a bank statement or transfer form produced for the records of the sale
- Teachers organizing a sale in solidarity must produce an *ordre de virement* to the recognized account of the solidarity organization.