

PAN CAKE DAY



**Flip for a
good cause!**

pancakeday.com.au/vic-tas

Planning Guide

Uniting



About Uniting

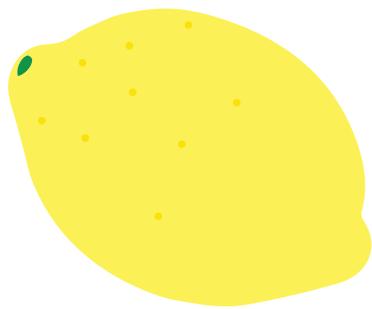
Uniting has stood with local communities in Victoria and Tasmania for more than 100 years, delivering services to people of all ages.

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Flip for a good cause.

Pancake Day is an annual fundraising event that raises money for our work in local communities.



We're here to help

All the information about Pancake Day including Frequently Asked Questions is online at pancakeday.com.au/vic-tas

If you have any queries you can call the Pancake Day Team on **1800 668 426** or email us at pancakeday.info@unitingvictas.org.au

Planning your event

Important note about your Authority to Fundraise:

It is a legal requirement that everyone fundraising for Uniting Vic.Tas receives an Authority to Fundraise letter from us, and a Pancake Day Fundraiser ID number.

Having the Authority to Fundraise means that supporters of your event can take part knowing that the money they spend is going to a specific cause, and they are contributing to a responsibly-run event.

Please ensure you keep your Authority to Fundraise safe and feel free to share it as you need to. Please contact us on **1800 668 426** or pancakeday.info@unitingvictas.org.au should you have any queries about the Authority to Fundraise process.

Step 1: Choose your date

You do not have to hold your event on the day Pancake Day falls, **you can hold your event any time until the end of April**. Pick a date that you think will mean the most people possible can attend.

Step 2: Choose your location

We all know it's about location, location, location!

Where you hold your event can make a big difference to how successful it is. It could be your church hall, workplace, school or sports centre.

Or you could get out and about in a park, café, welcome friends to your home or shopping centre (although that will take a bit more planning). The main things to think about are, where are you likely to find the most pancake lovers...and importantly, make the most money!

Step 3: Set your fundraising target and budget

Obviously as well as having fun, this is all about raising money to support those in our communities who need it most.

Work out your costs and set up a budget. Use that budget to set your fundraising target taking into account the price you will charge and how many people you think will attend your event:

- Decide how much you can sell your pancakes for
- You can charge for extra toppings – examples are fresh fruit, sauces, lemon, and maple syrup
- You could charge an entry fee and make the first pancake free
- Maybe run a competition at your event with an entry fee...pancake tossing anyone?
- Some big events hire a coffee cart and make more money that way.

However you do it, ensure you keep costs to a minimum, to maximise funds raised.

Better still – ask local businesses or organisations to get involved. You can ask them to donate ingredients, sponsor your event or make a cash donation. Be sure to show them your Authority to Fundraise letter and offer to acknowledge them in your newsletter, on any posters, in any newspaper coverage or your social media posts.

You could even partner with a local business and ask them to match the money you raise dollar for dollar! Why not think big!

Step 4: Get creative and have fun!

Stand out from the crowd with posters, streamers...and don't forget to wear your Pancake Day apron included in your pack! If you would like more aprons, you can purchase them directly from Uniting for just \$15 each.

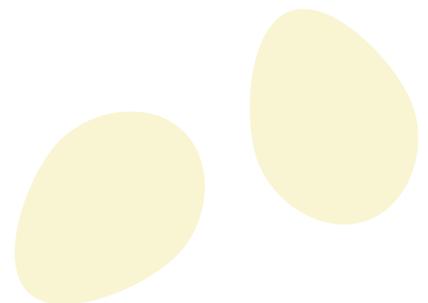
Find other fun ways to attract people to your Pancake Day event.

You could:

- Hold a pancake tossing competition
- Hold a pancake decorating competition
- Have a pancake flipping race
- Invite a local celebrity.

At home:

- Invite family and friends over for a Pancake Day breakfast or dinner
- Have a girls'/guys' night in
- Get together with your neighbours and hold a street party.



At school:

- Hold a class Pancake Day event and get students involved
- Sell pancakes to the staff, students and parents.

At work:

- Host a pancake morning tea in your office
- Think about ways you can match the funds raised.

Sports group:

- Instead of a sausage sizzle, sell pancakes – good for that post-training fuel up!
- Have a fitness competition with a donation entry fee beforehand – to earn your pancakes!

At church:

- Have a pancake morning tea after the service
- Invite your local schools to collaborate - and help out!

Public events:

- Choose a site that has lots of people walking past
- See page 6 for requirements for holding a public event.

Step 5: Recruit volunteers

Many hands make light work! Get your friends, family, co-workers, church members and local community involved in cooking and serving pancakes, and generally helping out with your event. Don't be afraid to ask – it's a great way to get to know your community – and everyone will have fun.

Step 6: Get noticed

Media coverage

Don't forget to promote the event in your local community! Download our Pancake Day media release on our website pancakeday.com.au/vic-tas. Go to **Useful Stuff** and click on **Resources**, then get the word out there.

- Ring your local newspaper, magazine or radio station, tell them about your event and send them your media release
- If you're trying to get media to attend your Pancake Day event, schedule a time it is easy for media to attend. 11am is often a good time
- Think about something different about your event that will help it stand out
- Make a good photo opportunity with your Pancake Day posters and aprons.

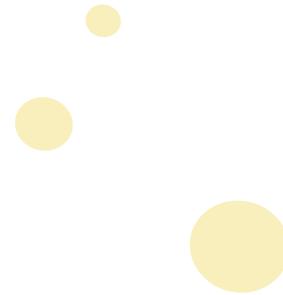
Photos

Ask your local paper to send a photographer to cover your event. If they can't make it, take good quality photos on the day and send them to your paper (call them first and find out the best way to do this).

Social Media

Social media is also a great tool to promote your event. Share your event details and any photos - and don't forget **#ucpancakeday** and tag us **@unitingvictas** (Instagram) and **@UnitingVic.Tas** (Facebook).

You can download social media resources from pancakeday.com.au/vic-tas. Go to **Useful Stuff** and click on the **Resources** tab.



Step 7: Holding your event

Ready, set, pancake! Cook up those pancakes and raise money for vulnerable and marginalised people in your community.

Pancake tips

- Prepare pancake mix 30 minutes before you start cooking – this makes fluffier pancakes. Be sure to store it covered, and under 5°C
- If you're cooking on a BBQ use oil, as butter can burn.

Raise your money

- Make clear signs with the price of your pancakes eg: \$5 each or two for \$8 (You can download a menu board template from the **Resources** page on our website)
- Also make signs for the toppings you can sell
- Keep a secure collection tin for your customers to donate their loose change – it all adds up!
- Don't be afraid to charge a good price for your yummy pancakes – everyone knows this is a fundraising event.

**Everyone holding a registered Pancake Day event to raise funds for Uniting is exempt from charging GST on the sale of pancakes.*

Look the part

- Deck out your venue with Pancake Day posters, use black and yellow streamers, black or yellow tablecloths etc (\$2 shops are a great place to start)
- Wear your brightest yellow outfit, pop on your name badge and get flipping!
- Be sure the chef wears the Pancake Day apron!

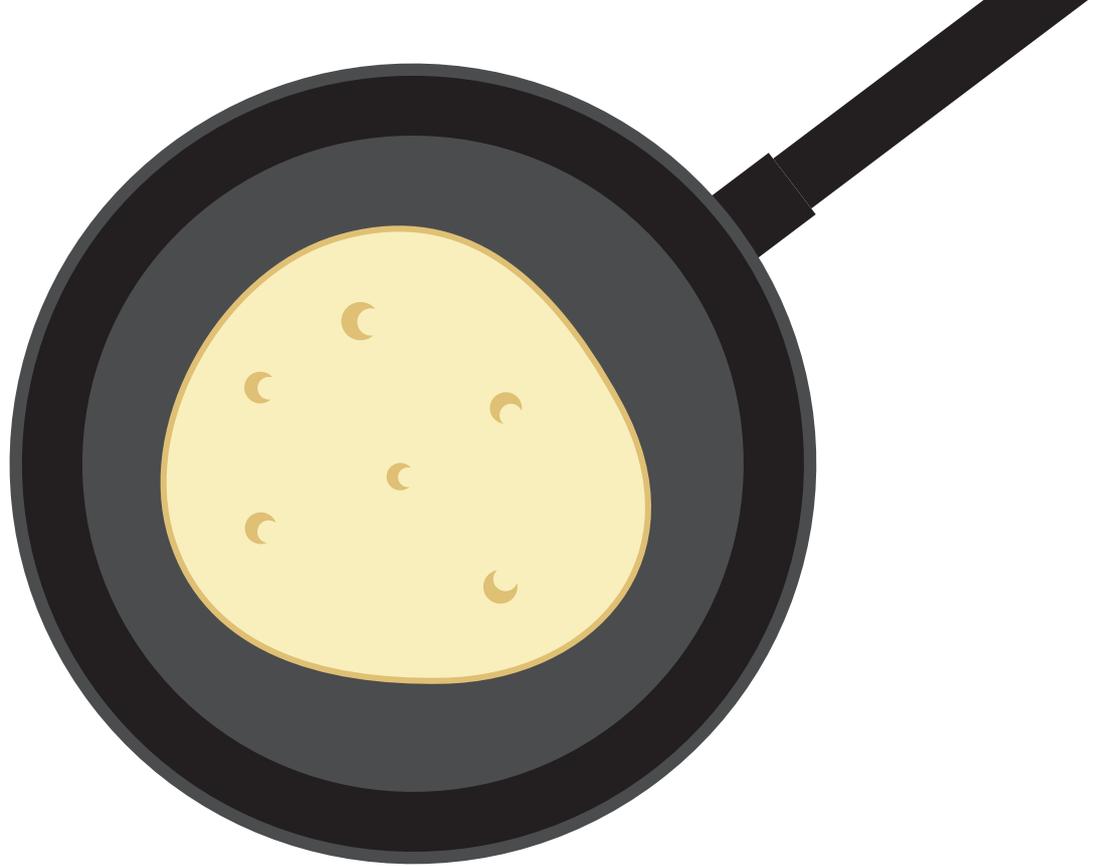
Let people know

Don't forget to publicise your event – how you're going to raise funds and what they will support – in your own newsletters, fliers, Facebook pages and groups etc.

- Make sure everyone you know has all the details, comes along – and brings their friends and family too!
- Share the details on social media. Download social media tiles from **pancakeday.com.au/vic-tas**
- Perhaps let the police or fire brigade know that you are holding an event. Invite them along – it would make a great photo.

Safety matters

- Ensure you have reviewed and actioned all elements of the safety aspects of holding an event found on pages 6-8 of this guide
- You should hold "team briefings" to make sure that everyone involved is aware of safety issues and knows what to do if there is an emergency. It's a good opportunity to be sure that roles are clearly assigned, including First Aiders. We suggest holding a meeting at least a few days before the event as well as an hour or so before the event kicks off.



Step 8: Making it count - submit the funds you raised

Make your fundraising count so our programs receive your hard-earned money. Please try to submit all funds raised within four weeks of your event.

1. Refer to the instructions on your Funds Submission Form and send it back to us in the pre-paid envelope provided, or email it to us at **pancakeday.info@unitingvictas.org.au**
2. Deposit online via EFT, and pay into:
 - Account name – Uniting Vic.Tas Fundraising
 - BSB – 033 005
 - Account number – 347047
 - Include your Pancake Day Fundraiser ID number.
3. Go to a branch of Westpac and deposit your funds using the same banking details above.

Important:

- Every event coordinator received a unique Pancake Day Fundraiser ID number on their Authority to Fundraise letter
- Please ensure you include this unique ID number as the reference number on all bank deposits
- Please ensure you post or email the Funds Raised Form – including your unique ID number - back to Uniting regardless of how you deposit your funds.

Using your unique Pancake Day Fundraiser ID number will ensure we know who each deposit came from and we can provide a receipt accordingly.

Step 9: Give us your feedback

Shortly after the event we'll send you a brief survey so you can give us feedback about Pancake Day. We'd really appreciate hearing what you think, as well as receiving any photos or clippings you can send us.

Holding your public event

All temporary food premises, including Pancake Day events, held in public spaces and selling to the public must register with the local council health department (this does not apply to private events such as schools, offices etc.).

It's really easy!

In your Host Pack, we have included a copy of the Uniting Certificate of Currency (Public Liability Insurance) which will cover all Pancake Day events for which an Authority to Fundraise has been issued. If you are asked to provide evidence of your Public Liability Insurance you can photocopy this document and give it to your local council.

Also enclosed in your host pack is a state-relevant information sheet.

- Victoria - a Streatrader information sheet for guidance and FAQs. Go to streatrader.health.vic.gov.au and register to hold your event in a public space. Allow 10 days for your application to be processed.

Once your application has been processed, the local council may contact you if any more information is required to meet council regulations (they may ask for a copy of the Certificate of Currency and details of the event). They will then advise you whether a temporary food permit is required.

- Tasmania – for food handling and selling registrations you need to apply to your local council as all the councils have different requirements, forms and fees.

Once obtained, display the permit at your stall and show it to the council health officer if requested.

Safety matters

- As the organiser, you and your team have a responsibility to make sure the area is safe and any food is safe to eat
- If anyone is ill, or has been ill in the past 48 hours, they should be excluded from food preparation and serving
- Everyone helping out should wear a badge with their name, your organisation and “Volunteer” or “Staff”.

Site requirements

- Check the space you are using and make sure it's free from dust and insects
- Use clean, plastic table cloths on all benches and tables (easy to clean up spills)
- Designate particular people for different tasks. Some can collect the money, while others do the cooking and others can clear and clean.

Cleaning and hygiene

- Hand washing facilities must be provided close to the stall. Use hand sanitizer if out and about
- Have a large supply of clean utensils or make sure you have washing facilities nearby
- Clean everything before and after the event
- Use disposable cloths/paper towels for cleaning, hand washing and drying
- Urns and other boiling water hazards should be located clear of any public access
- Make sure you thoughtfully remove or dispose of all rubbish. Please recycle where you can.

Food preparation

All dairy products, including pre-prepared pancake mix, must be stored under 5°C. It should not be left out in the open. Dairy products can be stored in a fridge or esky with ice in the bottom.

- If you prepared your pancakes earlier they must be re-heated to 70°C and then stored at above 60°C while waiting to be served
- If handling food, remember to always wear gloves and use tongs
- Beware of possible allergies of customers. You can set up different stations for different types of pancakes and toppings, e.g. gluten free, dairy free, egg free or nut free.

Toppings

- All fruit must be washed properly before use
- Sugar and other toppings should be in a lidded container
- Chocolate items are best stored under 25°C.

Safety checklist

1. Food safety

- Nominate a Food Safety Supervisor to ensure all helpers are clear about food safety practices
- List and display all pancake and toppings contents to prevent allergic reactions
- Use gloves when handling food.

2. Electrical safety

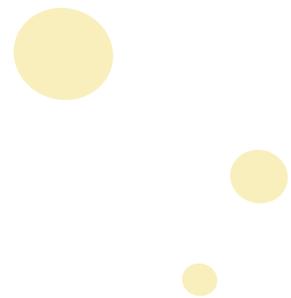
- Ensure all electrical appliances are tested and tagged
- Make sure cords are appropriately managed:
 - No trip hazards
 - No multiple powerboards
 - Ensure all electrical items are located in a dry area
 - All leads should be inspected prior to use.

3. Sun safety

- Provide adequate shade for staff and volunteers
- Provide sunscreen
- Encourage helpers to wear hats if they are not in the shade.

4. General hazard management

- Allocate a qualified First Aider (Level 2)
- Provide a First Aid kit and ensure supplies are up to date and adequate for the event
- Provide signage to identify location of the First Aid kit
- Provide a trolley for moving larger items
- Remove obstacles for people to access items
- Keep paths clear of rubbish, boxes, cords etc. to prevent tripping
- BBQs should be cleaned from fats and oils prior to use
- Urns, frypans and BBQs should be kept away from public access
- Ensure tables and BBQs are placed on a stable surface
- Gas bottles and fittings should be well maintained and checked before use.



First Aid

General burn information

1. Remove casualty from danger

- Follow DRSABCD (see below)
- If clothing is on fire; STOP, DROP & ROLL
 - Pull casualty to ground – wrap in blanket or similar
 - Roll casualty along the ground until flame extinguished.

2. Cool the burnt area

- Hold burnt area under cool running water for at least 10 minutes
- If burn is to the eye, flush with water for 20 minutes.

3. Remove any constrictive clothing or jewellery from the burnt area. Do not remove them if they are stuck to the burn

4. Cover the burn with sterile, non-stick dressing

5. Calm the casualty

6. Call 000 for an ambulance.

WARNING

- Do not apply lotions, ointments or fat to the burns
- Do not touch injured areas or burnt blisters
- Do not remove anything sticking to the burn
- If burn is large or deep manage casualty for shock.

Remember your action Plan

D	DANGER Check for danger - ensure the scene is safe
R	RESPONSE Check for response - ask name , squeeze shoulders
S	SEND Send for help - call 000 for an ambulance
A	AIRWAY Open mouth - look for foreign material
B	BREATHING Check for breathing - look, listen, feel
C	CPR Start CPR - 30 compressions = 2 breaths
D	DEFIBRILLATION Apply Defib (AED) ASAP and follow voice prompts



Easy pancake recipe

Ingredients

- 2 eggs
- 1 3/4 cups milk
- 1 teaspoon vanilla essence
- 2 cups self-raising flour
- 1/3 cup CSR caster sugar
- Butter, for frying, plus extra to serve
- Maple Syrup, to serve.

Method

Step 1

Whisk eggs, milk and vanilla together in a jug. Sift flour into a large bowl. Stir in sugar. Make a well in the centre. Add milk mixture. Whisk until just combined.

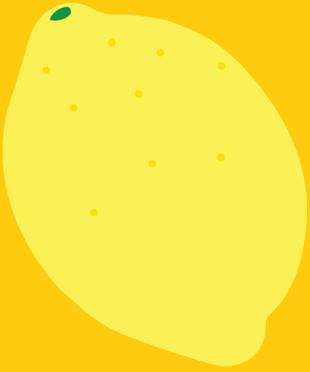
Step 2

Heat a large non-stick frying pan over medium heat. Grease pan with butter or spray with cooking oil. Using 1/4 cup mixture per pancake, cook pancakes for 2 minutes or until bubbles appear on the surface. Turn and cook for a further 1-2 minutes until cooked through. Transfer to a plate. Cover loosely with foil to keep warm. Repeat with remaining mixture, greasing pan with butter or cooking oil between batches.

Step 3

Serve with maple syrup, fresh fruit, nutella, lemon juice, sugar or any other desired toppings.

Recipe attributed to taste.com.au/recipes/easy-pancake-recipe



Pancake Day inventory list

- Pancake mix
- Lots of toppings such as nutella, lemon, sugar, strawberries, maple syrup
- Oil (spray cans are good)
- Water (for drinking and cleaning)
- BBQ or electric frypan
- Tongs, spatulas and scrapers
- Full gas cylinders and spanner
- Matches
- Fire extinguisher and/or fire blanket
- Electric urn
- Powerboard and extension leads
- Trestle table/s
- Chairs
- Paper plates
- Serviettes
- Plastic or wooden forks
- Tea towels, cleaning wipes, paper towels
- Disposable gloves
- Detergent, Spray 'n' Wipe, soap
- Buckets (for washing hands and waste water)
- Hand sanitizer
- Rubbish bins
- Esky and ice
- First Aid kit
- Council permits (if necessary)
- Money float
- Name badges
- Camera
- Secure collection tin (if required)

Provided

- Authority to Fundraise letter
- Posters
- Pens
- Apron

@ pancakeday.info@unitingvictas.org.au

 1800 668 426

ABN 81 098 317 125



Uniting is the community services organisation of the Uniting Church in Victoria and Tasmania.

