



# ‘A Piece of Cake’ Pack

Thank you for volunteering to host ***A Piece of Cake bake sale*** raising funds for the Sussex Police Charitable Trust

This pack contains everything you need for your event including:

- ◆ Page 2: A poster to print and fill out with details of your event
- ◆ Page 3: A poster with a link for our joining form
- ◆ Page 4: A poster with a link for online donations
- ◆ Page 5: Printable DIY cake toppers
- ◆ Page 6: Printable tent cards
- ◆ Pages 7 - 9: DIY bunting
- ◆ Page 10 - Covid-19 and Fundraising Guidance

Good luck with your event and don't forget to share photos and let us know how your event went!



# **‘A Piece of Cake’ Bake Sale!**

*Raising vital funds for the*

## **Sussex Police Charitable Trust**

*Supporting the Sussex Police family in times of need, hardship or distress*

Date:

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Time:

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Location:

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Host:



## Do you work or volunteer for Sussex Police?

If so, you can join the Sussex Police Charitable Trust for a monthly donation of just £2.50 per month.

The Trust provides:

**Financial support**

**Advice, support and guidance**

**Recuperative breaks**

for members in times of need, hardship or distress

Hopefully you will never need our assistance, but by becoming part of the Trust you will know we will be there for you and have the satisfaction of knowing that you are helping your colleagues in their times of need.

You can **join online** here: [www.sussex.police.uk/spct\\_join](http://www.sussex.police.uk/spct_join)  
or by scanning the QR code below





**No cash?**

**Don't worry - you don't have to miss out!**

You can make your donation online through our PayPal Giving Fund site here:

[paypal.com/gb/fundraiser/charity/3274633](https://paypal.com/gb/fundraiser/charity/3274633)

or by scanning the QR code below



# Printable cake toppers

Print out the toppers below, fold along the middle and then glue around a cocktail stick to show your support for the Sussex Police Charitable Trust

You can print this page as many times as you need to.



Thank you for your support	 <b>Sussex Police</b> Charitable <b>Trust</b> A helping hand	 <b>Sussex Police</b> Charitable <b>Trust</b> A helping hand	Thank you for your support
Thank you for your support	 <b>Sussex Police</b> Charitable <b>Trust</b> A helping hand	 <b>Sussex Police</b> Charitable <b>Trust</b> A helping hand	Thank you for your support
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# Printable Tent Cards


Use these cards to tell people what you are selling, what it contains and a suggested donation.

Print out as many as you need, fill them out and fold along the centre.




Vegan Please ask if you have other allergies or intolerances


Vegetarian  May Contain Nuts  Gluten Free



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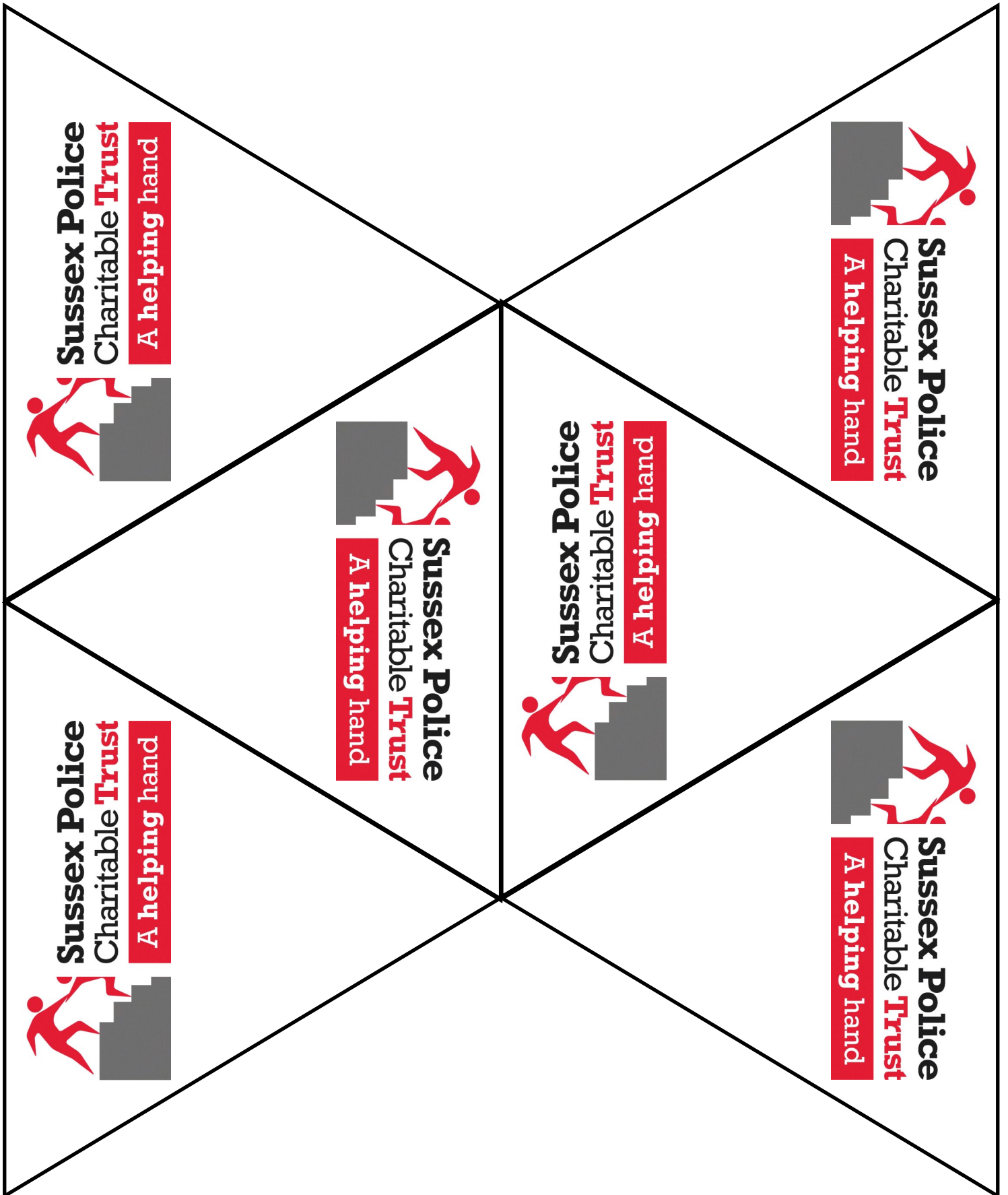


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## How to make your bunting

- 1 Choose your favourite design and print as many copies as you need.
- 2 Cut out the flags
- 3 Punch two holes at the top of each triangle
- 4 Thread some string or ribbon through the holes.
- 5 Hang your bunting!









**Sussex Police**  
Charitable **Trust**  
A helping hand



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## Covid-19 and Fundraising Guidance

With government guidance about the pandemic constantly changing, we appreciate it can be difficult keeping up to speed with what you can and can't do as well as how to stay safe.

It is important to check the rules for your area. Social distancing rules may change again so, closer to your event, so please check the UK Government's coronavirus website: <https://www.gov.uk/coronavirus> for updates.

For further guidance on fundraising during the Covid-19 please check the [Institute of Fundraising website](#) to ensure you are familiar with what is required of you as the fundraiser.

If your event is at a Sussex Police premises, please ensure you are following Sussex Police's guidance regarding coronavirus, which can be found on the intranet.

### Handling Cash

You should avoid physically exchanging items like money wherever possible. That is why our A Piece of Cake Pack contains a QR code linking to our online donation page. You could also use a collection bucket, jar or envelope for people to put their donations directly into.

### Face Coverings and Sanitisation

Face coverings can help us protect each other and reduce the spread of the disease if you are in an enclosed space where social distancing is difficult.

With the relaxation of mandatory measures, we are encouraging members of the public to help protect those around them by continuing to wear masks in crowded places, in shops and on public transport, and by observing social distancing.

It's important to maintain good sanitisation practices. This includes regularly washing hands for 20 seconds using hand sanitizer where soap and water isn't available.

### Food Hygiene

If you are providing food, you need to follow the simple guidelines for preparing, handling and cooking food by the Food Standard Agency. You can find lots of useful information at <http://www.nhs.uk/livewell/homehygiene>

*If you have any questions or concerns, please don't hesitate to contact us on [spct@sussex.pnn.police.uk](mailto:spct@sussex.pnn.police.uk) or by calling 01273 404535 Ext 540703*