



‘A Virtual Piece of Cake’ Pack

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

This pack contains everything you need for your event including:

- ◆ Page 2: Ideas for A Virtual Piece of Cake Event
- ◆ Page 3: A poster to advertise your event
- ◆ Page 4: A poster with a link and QR code for our joining form
- ◆ Page 5: A poster with a link and QR code for online donations
- ◆ Page 6: Printable DIY cake toppers for remote cake sales
- ◆ Page 7: Printable tent cards for remote cake sales
- ◆ Page 8: 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 Virtual Piece of Cake

There are lots of ways to adapt a bake sale to the virtual world, for example:

Virtual Bake Off

You and your guests can each prepare some baked goods, perhaps with a specific category i.e. cupcakes, sponge cake or showstopper, or you could have more than one round. You can then score each others creations with the highest scorer being crowned the winner!

Virtual Tea and Cake Catchup

You and your guests could catchup virtually while each enjoying a cup of your favourite hot drink and a slice of homemade or bought cake.

Virtual Bake Together

You and your guests could each follow the same recipe or each choose your favourites and chat with each other while baking. Or perhaps you have a friend who can walk you through the perfect recipe for a Victoria sponge in a baking masterclass?

Remote Bake Sale

This one is closest to the traditional bake sale. You still bake or buy a selection of goodies given away in return for a donation, but rather than hosting an in-person event, the goodies are distributed by non-contact deliveries or collections or you can set up a stall with your goodies and an honesty box for donations. You tie this in with a virtual bake session so your guests can see their orders being made.

Steps for Arranging a Virtual “A Piece of Cake”:

- 1** Choose a date and a theme for your event whether it is a catch up with cake on the side, a virtual baking masterclass, a Bake Off, a remote cake sale or something else.
- 2** Invite friends, family and colleagues to your event! If you're doing a remote cake sale, send out details of the cakes, including allergen information and suggested donation amount and start taking pre-orders.
- 3** Chose a virtual platform to host your Virtual A Piece of Cake Event. There are plenty to choose from, including Microsoft Teams, Zoom, Whatsapp, Skype and Facetime. If you are using your phone or another device with a sim card, make sure to check your data/wifi settings and limits to avoid unexpected charges!
- 4** **Fundraise!** Your Pack will include a QR code and a link to our PayPal Just Giving page, which you can share in the group or print and put next to your honesty box. You could also raffle off favourite recipies or set up a fundraising page through Facebook, Total Giving or GoFundMe.
- 5** Get in touch! We'd love to hear about how your event went and see photos. You can tag us on Facebook too. <https://www.facebook.com/SussexPoliceCharitableTrust>



‘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:

Time:

Location:

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
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

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	 Sussex Police Charitable Trust A helping hand	 Sussex Police Charitable Trust A helping hand	Thank you for your support
Thank you for your support	 Sussex Police Charitable Trust A helping hand	 Sussex Police Charitable Trust A helping hand	Thank you for your support
Thank you for your support	 Sussex Police Charitable Trust A helping hand	 Sussex Police Charitable Trust A helping hand	Thank you for your support
Thank you for your support	 Sussex Police Charitable Trust A helping hand	 Sussex Police Charitable Trust 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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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 or by calling 01273 404535 Ext 540703