

Bake Sale, Page 2.

Cards: As people bring donations to the sale, ask them 1) if they've already signed in their donation (if not, have them sign in on the clipboard) and 2) to fill out a card with the name of the item and any unusual or allergy-causing ingredients (like dairy, wheat, eggs, soy, nuts, peanuts, gluten). If items come in that are vegan or gluten free, be sure to keep them separate from "regular" baked goods and label them well. Try to keep the descriptive cards and goods together!

Hot Drinks Starbucks is providing coffee for the Gallery bake sale in large green cambros. When one is close to being empty, let the Building Supervisor know so she can take care of getting refills. We will also have an urn for hot water. Empty hot chocolate mix into the cup before adding hot water, then stir. For tea, give the customer a cup of hot water and let them select their own tea.

A bowl of crushed ice should be kept on each table with small pitchers of 2% milk & ½ and ½.

Cold Drinks: Apple juice is 75¢ per cup. Bottled water is \$1

Espresso, sodas, and lunch food are located in the Community Hall in the Brick Building.

Hot dogs & kettle corn are being sold in the upper parking lot by the stairs to the Brick Building.

Checks made out to the PNA can be accepted for the exact amount only. There is a cash machine out in the parking lot at the top of the stairs between the two buildings.

Instructions for cash pick-up are in the cash box.

Composting: We would like to collect compostables (paper plates, cups, paper towels, food) in the large yard waste bags in each kitchen. When a bag is full, it can be taken out to the brown dumpster in the upper parking lot. There may be a volunteer custodial assistant who can help you, but you're welcome to take the compost out yourself (the brown dumpster).

When your shift is over, please be sure your replacement arrives before you leave. Take a moment to orient the new worker to the job. Contact anyone with a radio if your replacement does not arrive in a timely manner. There is a 15-minute overlap in the schedule, so you shouldn't have a problem.

Any questions regarding supplies, portions, prices, or procedures should be directed to the bake sale supervisor, who will be checking in with you periodically. **If you need immediate help of any kind,** ask the Bake Sale Supervisor or other event staff. They are carrying radios.

**THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT OF THE PNA IS MUCH APPRECIATED!!!**