

Dear Parents,

 The school’s Fundraising Committee will be holding its’ Annual Parent Conference Bake Sale to be held in the evening during parent conference on **Tuesday, November 8th and Wednesday November 9th**.

 We are asking families to donate **1 -2 dozen treats** to be sold at the bake sale. These treats can be cookies, squares or any other yummy baked goods you like to bake. And for those who do not like to bake…we are not picky, purchased baking will also do!! (Please remember the baking needs to be nut free.) We ask that all baking be brought to school or dropped off at the school kitchen on **Monday, November 7th** anytime throughout the day and the morning of **Tuesday, November 8th**. Please make sure that any storage containers are clearly labeled with your **child’s name and grade** so they can be returned after the sale. (Or stop by to pick it up)

 Volunteers are needed to set up for the bake sale, man the tables during the sale and take everything down and back to the kitchen at the end of the evening. The shifts have been set up in 30 minute blocks of time and have been coordinated with the interview schedule to make it convenient for your family. We are hoping for at least **2 volunteers** for each time slot. The times are:

**Set up: After School** **3:30 – 4:00**

**Work At Bake Sale Table 4:45 – 5:30, 5:30 – 6:00, 6:00 – 6:30**, **6:30 – 7:00**

**Clean Up At End Of Night 7:00 – 8:00**

Set up involves putting out the table cloths, plates, napkins, saran wrap and the baked goods onto the tables that will be set up by the front doors. Working at the bake sale involves putting treats onto plates or in baggies for the customers and taking their donations for their purchase. (**Alberta Health Services recommends that gloves be worn by the volunteers selling the baked goods and that only those wearing the gloves handle any of the baking**.) The customers can mix and match whatever baked goodies they would like…and the price is by donation. All plates, gloves, saran wrap etc. will be provided. At the end of the night, the cleanup process involves returning any baking back to the kitchen, put away any supplies and take down the tables.

 Gigi Mills will be co-coordinating the volunteer schedule. To book your volunteer time, please complete the attached volunteer sign up sheet as soon as possible so that she is able to complete the schedule. The completed schedule will communicated to the volunteers by **Friday, November 4th.** We are hoping for lots of delicious baking and of course volunteers to help make this event a great success! Any questions, please call or text Gigi Mills at 780-983-0256 or by email at gimills@telus.net.

Sincerely,

Madonna Fundraising Committee



**Volunteer Sign Up Sheet**

If you have a half hour or more to spare during Parent Teacher Conference, please complete this form and have your child return to school. Please pick at least 3 time slots that would work best for your schedule (numbered 1 – 3) and we will try our best to accommodate your first choice. Thank you in advance for your time….events like these don’t work without help from our great volunteers!

Student Name & Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Task | Time Slot  | Check for Availability |
| Set Up | 3:30 – 4:00 |   |
| Bake Sale Table | 4:45 – 5:30 |  |
|  | 5:30 – 6:00 |  |
|  | 6:00 – 6:30 |  |
|  | 6:30 – 7:00 |  |
| Clean Up | 7:00 – 8:00 |  |

\*place a number (1-3) beside a time slot, with number 1 being your first choice\*