

Pancake Day

Flip for a good cause.





We're here to help

Pancake Day is an annual fundraising event that raises money for our work in local communities. For more information about Pancake Day or to learn more about hosting an event please visit our website or contact our friendly team.

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E fundraising@unitingwa.org.au

unitingwa.org.au/pancakeday

Planning your event

Pancake day is great way to come together with your school, work colleagues, local sporting group, friends, family or congregation to celebrate the beginning of Lent. This guide will explain everything you need to know to host a successful event and flip for a good cause.

1. Choose a date

It's Pancake Day on Tuesday 13 February 2024, but did you know that you can host your own Pancake Day event anytime until the end of April?

2. Location, location, location

Some great places to hold your event are parks, schools, churches, cafes, sports clubs or even in your own kitchen– the only limit is your imagination.

3. Set a target and budget

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

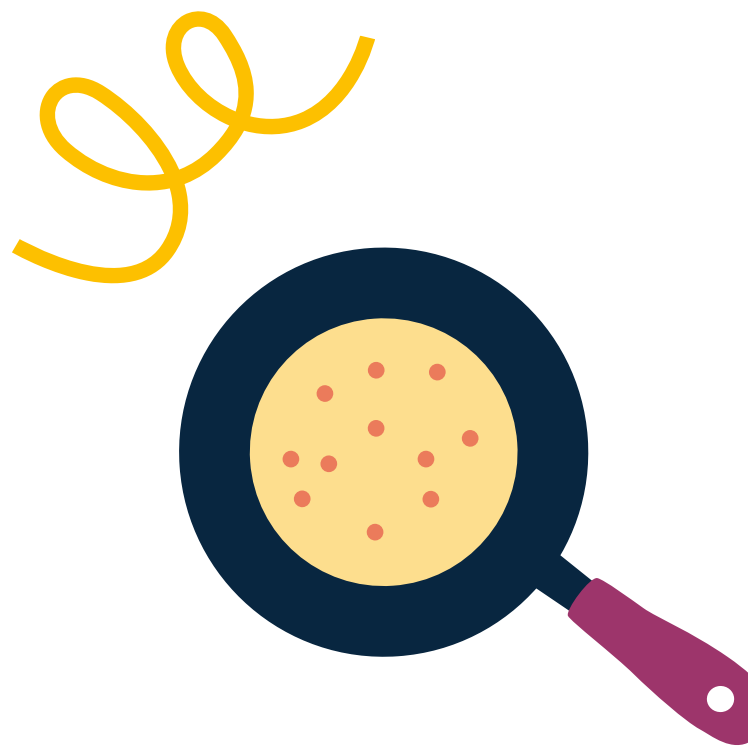
Work out your costs and set up a budget. Use that budget to set your fundraising target, taking into account the price you will charge and how many people you think will attend your event:

- 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!



4. We whipped up some creative ideas

The Pancake Olympics

Mix, flip, decorate – it's a race to see who can make the first pancake.

Chef challenge

Who can come up with the most creative and delicious topping combo.

Pancake partners

Reach out to a local business and ask them to dollar-match your donations.

5. Assemble your pancake possie

Now you need to recruit people to join your pancake possie. You could ask your co-workers, church members, friends, family and your local community to help out at your event.



6. Spread the word

Time to promote your event. We've got downloadable posters you can put up at your work or school, you could post about the event on your local community Facebook group or even just have a chat with neighbours and let them know.

Social media is a great tool to promote your event. Share your event details and any photos - and don't forget **#UnitingWA** **#FlipForAGoodCause** **#PancakeDay** and tag us **@unitingwa** (Instagram), **@unitingwa** (Facebook) and **Uniting WA** (LinkedIn).

7. Pancake Pro-tips

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 cooking on a BBQ use oil, as butter can burn.

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. Perhaps let the police or fire brigade know that you are holding an event. Invite them along – it would make a great photo.

Raise your money

- Make clear signs with the price of your pancakes eg: \$5 each or two for \$8. You could also charge for extra toppings. 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.

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

Safety matters

- Ensure you have reviewed and actioned all elements of the safety aspects of holding an event found on pages 8-9 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.



8. Submit your funds to make a difference.

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.

There are different ways to donate your fundraised dollars to us.

1. Cash & cheques

If you've collected cash (please write as single cheque) or cheques you can complete the Funds Submission Form .

2. Direct Deposit

You can deposit directly into our bank account (details below) with the reference being your school or team name and the words 'Pancake Day'. If you do this, please send us an email at fundraising@unitingwa.org.au to let us know.

Account Name: UnitingCare West

BSB: 036 022

Account Number: 598618

3. Online

You're also welcome to donate online at unitingwa.org.au/pancakeday if you've collected cash. Tick 'I am donating as a company.'



Holding a 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!

Once you let us know about your event and you've read the Guidelines, we can provide an Authority to Fundraise letter. Let us know if you require the Uniting WA Certificate of Currency if you're hosting a public event.



Safety Matters

As a host, you have a responsibility to make sure the area is safe and all food is safe to eat. If anyone is, or has been ill in the past 48 hours, they should be excluded from food preparation and serving.

Safety checklist

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.

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.

Sun safety

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

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 and 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.

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
- 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 kept in a lidded container
- Chocolate items are best stored under 25°C.

First Aid

Before you host your event, it is important that everyone is familiar with the safety information outlined below. Ensure that all hosts and volunteers read through the first aid procedures prior to your event should an emergency situation occur.

General burn information

1. Remove casualty from danger

- Follow DRSABCD (see action plan)
- 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.

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

With all formalities out of the way, it's time to get those pancakes sizzling. Dust off your favourite pancake recipe, buy some ready-made mixture or use our easy to follow recipe below. Once you're done cooking don't forget to add your favourite toppings and enjoy.

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



Event check list

This handy check list has all the items you need to make your Pancake Day event a huge success. Happy flipping!



Inventory Check list

- Posters
- Aprons
- Spatula
- 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 and tablecloths
- Chairs
- Paper plates
- Serviettes
- Cutlery
- Tea towels, cleaning wipes, paper towels
- Disposable gloves
- Detergent, Spray 'n' Wipe, soap
- Buckets (for washing hands and waste water)
- Hand sanitizer
- Rubbish bins/bin bags
- Esky and ice
- First Aid kit
- Council permits (if necessary)
- Money float
- Camera
- Secure collection tin (if required)
- Marquees
- Sunscreen and hats.

Uniting WA

Uniting WA acknowledges the First Nations People as the Traditional Custodians of this land on which we provide our services. We recognise their unique and spiritual connection to Country and waters. We value the oldest continuing culture in the world and pay our respect to Elders past and present.

At Uniting WA we celebrate diversity and welcome all people regardless of ethnicity, faith, age, ability, culture, language, gender identity or sexual orientation.

Learn more
unitingwa.org.au



Uniting WA
ABN 75 467 729 203



Uniting is the community services organisation of the Uniting Church Western Australia.

