



Checklist - Bunnings BBQ – Fundraising event

The Vice President of Kilmore Swimming Club will assume the role of Fundraising Coordinator, which includes Bunnings BBQs. The following information has been prepared to assist the Fundraising Coordinator (Coordinator) and members of the Club organise and host a successful fundraising event at Bunnings.

Booking the Event: August of Every Year: Event Coordinator			
Task	POC	Notes	Done
1. In August send out letters to Bunnings in Craigieburn and Epping to request barbecues for the following year; see Annex A for letter and Annex B for contact details.			<input type="checkbox"/>
2. A letter will be sent from Bunnings offering a barbeque date to the club. Sign the enclosed form and return it back to Bunnings along with the Kilmore Swimming Clubs Certificate of Currency (this can be obtained from the Club Secretary).			<input type="checkbox"/>
3. Register the event on Street Trader www.streetrader.health.vic.gov.au			<input type="checkbox"/>
4. Bring dates to the next committee meeting so they can be placed in the minutes.			<input type="checkbox"/>

Four Weeks Prior to Event: Event Coordinator			
Task	POC	Notes	Done
1. The Coordinator is to prepare an email requesting volunteers for the event (including a roster template) to go out to all members. These documents are to be forwarded to the Club Secretary for distribution to all club members.			<input type="checkbox"/>

Four Weeks Prior to Event: Event Coordinator

Task	POC	Notes	Done
<p>2. The volunteer roster should include the following tasks/roles:</p> <ul style="list-style-type: none"> a. Volunteers on the first shift will need to pick up the bread and bring all other required BBQ equipment and non-perishables. b. A minimum of three people are required for each shift, however the barbecue will run a lot smoother with four; it is expected that where available, swimmers will attend with their parents to help out. c. Shifts are undertaken in two hour blocks: <ul style="list-style-type: none"> i. 8:00 am to 10:00 am ii. 10:00 am to 12:00 pm iii. 12:00 pm to 2:00 pm iv. 2:00 pm to 4:00 pm d. Volunteers on the first and last shifts will need to setup and pack up, respectively; 			<input type="checkbox"/>
<p>3. The Coordinator will need to review left over supplies from previous barbecues and arrange for the purchase of items to replenish stock.</p>			<input type="checkbox"/>
<p>4. Organise and obtain all equipment required to run the barbeque; see Annex C for equipment and suppliers.</p>			<input type="checkbox"/>

Two weeks prior to event: Event Coordinator

Task	POC	Notes	Done
<p>1. Order sausages, onions, bread and drinks.</p>			<input type="checkbox"/>
<p>2. Purchase all other non-perishable items as required.</p>			<input type="checkbox"/>
<p>3. Request float from the treasurer – see Annex D for float breakdown.</p>			<input type="checkbox"/>
<p>4. Confirm/chase up volunteers.</p>			<input type="checkbox"/>

One week prior to event: Event Coordinator

Task	POC	Notes	Done
1. Confirm orders for sausages, onions and bread.			<input type="checkbox"/>
2. Finalise the roster by confirming and chasing up members.			<input type="checkbox"/>
3. Distribute BBQ equipment and non-perishables to volunteers rostered on for the first (setup) shift.			<input type="checkbox"/>
4. Coordinator to arrange for a copy of the booking confirmation details, Street Trader certificate, Certificate of Currency and roster, to be included in the equipment for the setup shift.			<input type="checkbox"/>
5. Collect float from treasurer;			<input type="checkbox"/>

On the Day of the Event:

Task	POC	Notes	Done
1. Volunteers with supplies to arrive at Bunnings at 7:45 am.			<input type="checkbox"/>
2. Speak to Bunnings staff about setting up; one of the Bunnings team members will need to light the barbecue.			<input type="checkbox"/>
3. Set up barbecue area to best make use of space.			<input type="checkbox"/>
4. Write details of the club on the Bunnings blackboard.			<input type="checkbox"/>
5. Volunteers cooking and serving must wear gloves at all times while handling food with regular changes.			<input type="checkbox"/>

On the Day of the Event:			
Task	POC	Notes	Done
6. Good food handling hygiene and safety must be adhered at all times by: <ul style="list-style-type: none"> a. Volunteers handling food must NOT handle money; b. Volunteers handling money must NOT handle food; c. Volunteers under 16 years of age are NOT permitted to cook food on the BBQ's. 			<input type="checkbox"/>
7. Sausages must be available for purchase through to 4:00 pm.			<input type="checkbox"/>
8. The pricing of sausages and drinks are as follows: <ul style="list-style-type: none"> a. Sausages in bread with/without onion \$2.50 each b. Cans of drink/bottles of water \$2.00 each 			<input type="checkbox"/>
9. If food runs out before 4:00 pm, additional food must be purchased (take money from float and send a volunteer to purchase extra stock prior to running out) – this is a condition of Bunnings.			<input type="checkbox"/>
10. At 4pm, the barbeque is finished, everything needs to be wiped down and packed up. All rubbish must be taken as it cannot be left onsite. If the Bakery provided crates these need to be returned to the Bakery the following morning.			<input type="checkbox"/>

Annex A: Application Letter

See Bunnings Letter.docx

Annex B: Bunnings Contact Details

Event Coordinator is to advise the Club Secretary of any required changes to the below contact details:

Bunnings Craigieburn

Contact: Activities Coordinator – Sue Miller
Phone: 03 8338 3500
Postal Address: Bunnings Craigieburn
Attn: Activities Coordinator
P.O. Box 679,
Craigieburn, Vic, 3074

Bunnings Epping

Contact: Activities Coordinator – Marlene Butera
Phone: 03 9409 8600
Postal Address: Bunnings Epping
Attn: Activities Coordinator
P.O. Box 378,
Epping, Vic, 3076

Annex C: Barbecue checklist

- Letter sent to Bunnings
- Letter received back from Bunnings
- Registered on Street Trader
- Certificate of Currency send to Bunnings

Ordered Items:

- Sausages 22 packs of 22 Thin BBQ Beef Coles

- Bread 22 loaves of white block loaf
Stuty's Bakehouse – Broadford
ph: 03 5784 2077

- Onions 8 kg sliced
Tasty Chips – Footscray
ph: 03 9314 9200

Consumables:

- Tomato Sauce (4 bottles)
- Barbecue Sauce (2 bottles)
- Mustard (2 bottles)
- Napkins (500 min)
- Cooking spray (1 can)

- Coke (24)
- Diet Coke (24)
- Fanta (24)
- Solo or Lift (24)
- Lemonade (24)
- Water (24)

- Chalk
- Paper towel (2 rolls)
- Barbecue wipes (1 pack)
- Spray & Wipe (1)
- Chux (5)
- Gloves (1 box min)
- Aprons (4)
- Rubbish bags (6 min)

Non-perishables:

- Foil trays (6 min)
- Tongs (4)
- Barbecue Scraper (1)
- Small Knife (1)
- Bain-marie ¼ dish with lid (1)
- Bain-marie ½ dish with lid (1)
- Wire Rack (1)
- Esky (3 min)
- Drinks Bucket (1)

- Float
- Cash Tray
- Cash Tin

Please note: Warmer weather may require more soft drinks.
Cooler weather may require less sausages and bread.

Annex D: Float breakdown

Denomination	Amount
\$50.00	\$50.00
\$20.00	\$100.00
\$10.00	\$50.00
\$5.00	\$25.00
\$2.00	\$20.00
\$1.00	\$10.00
\$0.50	\$15.00
Total	\$270.00