

Organising and running a Bunnings BBQ

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:

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.
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).
3. Register the event on Street Trader www.streetrader.health.vic.gov.au
4. Bring dates to the next committee meeting so they can be placed in the minutes.

Four weeks prior to event:

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.
2. The volunteer roster should include the following tasks/roles:
 - 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:
 - 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;
3. The Coordinator will need to review left over supplies from previous barbecues and arrange for the purchase of items to replenish stock.
4. Organise and obtain all equipment required to run the barbeque; see Annex C for equipment and suppliers.

Two weeks prior to event: Coordinator

1. Order sausages, onions, bread and drinks.
2. Purchase all other non-perishable items as required.
3. Request float from the treasurer – see Annex D for float breakdown.
4. Confirm/chase up volunteers.

One week prior to event: Coordinator

1. Confirm orders for sausages, onions and bread.
2. Finalise the roster by confirming and chasing up members.
3. Distribute BBQ equipment and non-perishables to volunteers rostered on for the first (setup) shift.
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.
5. Collect float from treasurer;

On day of event:

1. Volunteers with supplies to arrive at Bunnings at 7:45 am;
2. Speak to Bunnings staff about setting up; one of the Bunnings team members will need to light the barbecue;
3. Set up barbecue area to best make use of space;
4. Write details of the club on the Bunnings blackboard;
5. Volunteers cooking and serving must wear gloves at all times while handling food with regular changes;
6. Good food handling hygiene and safety must be adhered at all times by:
 - 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.
7. Sausages must be available for purchase through to 4:00 pm;
8. The pricing of sausages and drinks are as follows:
 - a. Sausages in bread with/without onion \$2.50 each
 - b. Cans of drink/bottles of water \$2.00 each
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;
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.

Annexes

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

Kilmore Swimming Club Inc.

P.O. Box 345, Kilmore, Victoria 3764

www.kilmoreswimmingclub.org.au

A0019609H ABN 33 126 679 264

**Kilmore
Swimming Club**



Annex A: Bunnings application letter sample

Dear Activities Coordinator,

I am writing on behalf of the Kilmore Swimming Club to ask if we could please be placed on the list to run a Bunnings barbeque at the Craigieburn Bunnings sometime in 2016. We have run a few Bunnings barbeque before and would very much like to run another.

If you require any further information please feel free to contact me on the below details.

Thank you,

Regards,

Lynton Pyle

President

Kilmore Swimming Club

E: vicepresident@kilmoreswimmingclub.org.au

T: 0408 579 513