

# FOOD STALLS FOR FUNDRAISING OR OTHER CELEBRATION EVENTS

## POLICY<sup>®</sup>

### DOCUMENT SUMMARY/KEY POINTS

- Food stalls such as cake stalls and sausage sizzles, can be held across the Network to: **(1)** raise funds for groups and departments or **(2)** as a SCHN celebration event.
- Staff and volunteers must obtain approval from a local or Network Executive sponsor to hold a food stall.
- The stall must be self-sufficient: Other areas of the hospital are not responsible for organising equipment or incidentals such as tablecloths, cash floats, bags, disposable gloves etc.
- Staff and volunteers must be appropriately prepared for the stall and clean up after the event.
- Staff and volunteers must follow the:
  - NSW Food Authority “*Health and Hygiene Requirements of Food Handlers*” guidelines:  
[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/health\\_hygiene\\_of\\_food\\_handlers.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/health_hygiene_of_food_handlers.pdf)
  - NSW Food Act 2003 and Food Standards Code “*Guidelines for Food Business at Temporary Events*” guidelines:  
[http://www.foodauthority.nsw.gov.au/Documents/retail/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/Documents/retail/temp_events_guideline.pdf)
  - Food Standards (FSANZ) for labelling requirements, specifically for food containing allergenic ingredients:  
<http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> April 2016	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Director	<b>Area/Dept:</b> Community Relations & Marketing

## CHANGE SUMMARY

- Updated links to reflect current guidelines
- Updated language from Public Affairs to Public Relations (SCH)

## READ ACKNOWLEDGEMENT

- Any staff member and volunteers involved in fundraising stalls should read and acknowledge this policy.
- Managers should be aware of this policy.

## 1 Introduction

Fundraising is an important feature of SCHN. Staff and volunteers across the Network are actively engaged in a number of fundraising initiatives. Cake (and other food) stalls are a popular vehicle for raising funds for groups and Departments.

It is the responsibility of all stall holders to give due regard to the availability of healthy options. Staff and volunteers are asked to be mindful of the risk factors pertaining to childhood obesity, and to note that one of the NSW Premier's Priorities for 2016 is **"Tackling Childhood Obesity"**. More information on this initiative can be [found here](#).

The SCHN Executive periodically approves 'celebration events' where there is free food, such as a sausage sizzle, is available for staff at a SCHN facility.

SCHN supports the practice of fundraising food stalls and celebration events as it brings the Hospital community together. It is important to the organisation financially and also makes a significant contribution to the positive culture in paediatric healthcare.

The principles from this policy apply to food related functions such as cake stalls and celebration events.

## 2 Policy

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- Staff and volunteers holding the stall must be appropriately prepared for the stall and clean up after the event.

**Note:** The food stall must be self-sufficient: Other areas of the hospital are not responsible for organising equipment or incidentals such as tablecloths, cash floats, bags, disposable gloves etc.

### 3 Organising a food stall

*Staff and volunteers preparing food that is sold to raise money for charitable purposes do not require any formal skills or knowledge, providing the food does not potentially pose a health risk.*

Staff and volunteers planning a food stall should:

- Plan ahead to ensure space is available in the Hospital for the stall.
- Seek Executive sponsorship.
- Book a space for the stall:
  - At **Randwick** this can be arranged through Public Relations and
  - At **Westmead** through Corporate Services.
- Book tables and arrange their placement. Ensure a plan is discussed to return the tables after the event.
- Provide all contributors to the stall with the **NSW Food Authority “Health and Hygiene Requirements of Food Handlers” guidelines**:  
[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/health\\_hygiene\\_of\\_food\\_handlers.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/health_hygiene_of_food_handlers.pdf)
- Arrange publicity for your stall through the office of your Executive sponsor.
- **Prepare stall signage** that:
  - Warns staff, volunteers and visitors who may suffer from allergies (e.g. products that contain or may contain nuts, milk (lactose), wheat (gluten), soy, egg, etc) [*requirement of Food Standards FSANZ*] and
  - Advertises prices.
  - *Optional*: Products available for vegetarians (for sausage sizzles) and/or gluten free.
- Make your own arrangements for the following to be available on the day:
  - A cash float (with adequate loose change) and
  - Disposable gloves and other utensils & items to handle/wrap produce. (Also consider display/storage containers during the event and storage containers for after the event for items not sold or consumed).

## 4 On the Day

- Ensure tables are in position.
- Ensure that plastic plates, bags, glad wrap etc are available to wrap produce.
- Ensure you have a cash float and suitable cash tin with plenty of loose change.
- Ensure all staff and volunteers handling food wear disposable gloves and follow the food handling guidelines.
- A dedicated stall member should handle the money where food is being 'handled' by a stall member. Where food is pre-wrapped or where a dedicated utensil is used to touch the food and there is no human contact, it may not be necessary to have a dedicated cash handler.
- Ensure signage is clear.
- Keep funds secure and bank immediately following the event.
- Clean up thoroughly after the event.

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