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[www.prisms.org](http://www.prisms.org)

PRISMS FUNDRAISER

## BAKE SALE

A Bake Sale is an easy and quick fundraiser to add to just about any other fundraiser event you are planning. Or simply have do this on its own during a community event.

**Approximate Planning Time:** 1 month in advance

**Approximate Volunteers Needed** – 6 (2 for set up, 2 to for register/bagging, 2 for cleanup) You may need to adjust according to the size of your sale.

### Step 1:

Determine if you are adding this to one of your current fundraisers or find a local community event that is being held. If you would like to do this at a community event, be sure to check with the event planner to make sure that you can participate in this way.

### Step 2:

Request friends to bake items for the sale. Some can be packaged individually (cookies, brownies, bars) and others can be as a whole item (cake/pies/bread).

### Step 3:

Price your donations reasonably and set up using a collapsible table. It would be great to possibly have a banner at your table to let people know that the proceeds will support PRISMS. Provide some awareness material about SMS.

**Step 4:**

After the event, donate any left overs to the local food bank or shelter.

**Here are some ideas on how to promote your Bake Sale:**

<b>E-Mail a flyer</b>	E-mail a flyer to your distribution list. Try to include anyone in the area that may be able to attend your event
<b>Post on Social Media</b>	Post the flyer on your Facebook, Twitter and Instagram and even local Facebook community sites and request that it be posted on the PRISMS Facebook page. Encourage friends to share the information
<b>Share on your Website</b>	Request that PRISMS share information about your fundraiser on the PRISMS website.
<b>Print, Post and Pass Out Flyers</b>	Post flyers on community boards in common and community areas.
<b>Questions</b>	Contact Casey Gorman at <a href="mailto:cgorman@prisms.org">cgorman@prisms.org</a>

**Here is a sample invitation letter to share on via email or social media:**

Hello \_\_\_\_\_,

In an effort to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome) we are planning a Bake Sale!

Here are the details:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

We hope that you are able to attend! If you aren't and would simply like to make a donation, you can do so by going to our website [www.prisms.org](http://www.prisms.org) and clicking on the tab "Donate Now" on the bottom of the home page.

PRISMS is a non-profit organization dedicated to providing information and support to families of persons with Smith-Magenis Syndrome (SMS), sponsoring research and fostering partnerships with professionals to increase awareness and understanding of SMS. Our Federal Tax Identification Number is 54-1652029.

Thank you for your time and we hope to see you there!

**Here is a sample letter to share with friends and family to request donations:**

Dear \_\_\_\_\_,

We are in the process of planning a Bake Sale to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome). I'm writing you this letter to request donations of baked goods. We would greatly appreciate anything you are willing to share and would be happy to coordinate a date and time to pick up the donations.

Here are the details:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

For more information about PRISMS, please see our website at [www.prisms.org](http://www.prisms.org). In addition, if you would like to donate to PRISMS, you can do so by going to our website [www.prisms.org](http://www.prisms.org) and clicking on the tab "Donate Now" on the bottom of the home page.

PRISMS is a non-profit organization dedicated to providing information and support to families of persons with Smith-Magenis Syndrome (SMS), sponsoring research and fostering partnerships with professionals to increase awareness and understanding of SMS. Our Federal Tax Identification Number is 54-1652029.

Thank you for your time and we hope to hear back from you.

Sincerely,

**Here is a sample of a thank you letter to send to family and friends and volunteers for their help in making the Bake Sale a success:**

Dear \_\_\_\_\_

I wanted to personally thank you for your time and effort to assist us with the PRISMS Bake Sale. We appreciated your help and wanted to let you know that we raised \$\_\_\_\_\_. Those funds will assist PRISMS in ongoing research of Smith-Magenis Syndrome. Without your help, this wouldn't have been possible!

Thanks again for your time and assistance!

Sincerely,

\_\_\_\_\_