

MUFFIN FUNDRAISER INSTRUCTIONS

You are responsible to provide all the muffins, including all the ingredients. These can be purchased, made from a mix, or made from scratch. If you'd rather make something other than muffins – bars, cookies, cinnamon rolls, coffee bread are all good options. Plan to make 12-14 dozen during the school year, 10-12 dozen during the summer months. It is helpful to have at least one gluten-free option. Please refrain from using peanut butter or peanuts in your treats as there are church attendees with severe peanut allergies.

Make a sign advertising your items and be sure to label which item is gluten-free.

ON SUNDAY

Be ready to sell by 8:45 am. Place treats on the counter on a paper plate or napkin for people to grab on their own. Keep the remainder of items ready on the back counter to replenish as needed. Plates and napkins are underneath the counter, as well as the collection box. Some people appreciate if you wore gloves, but it isn't required. Make sure to smile and talk to people!

Students will also be required to keep an eye on the coffee so it doesn't run out and possibly make another pot of regular coffee in between the first and second services. The directions are in the drawer underneath the coffee maker.

Plan to sell until 15-20 minutes after the second service.

AFTER SELLING

Once you are done, count your money and record the amount, date and your name on the slips that are underneath the selling counter. Put the money and slip in the envelopes provided. Please do not write on the outside of the envelope. The envelope should be placed in the safe located in the lower cupboard to the back right side of the copy room.

MAKE SURE YOU CLEAN UP AND WIPE OFF THE COUNTER.

If this is your first time doing a youth fundraiser, be sure to fill out a Youth Account policy form so we can create a youth account for you. Funds will not be deposited until the form is completed and signed by both student and parent. Kelly will have the form.