



Melba Men's Shed

Congratulations! Your organization has been allocated the following Sausage Sizzle fundraising date in our financial year draw for 15 June 2012

Please note: To assist Bunnings with the large number of requests we receive, could you please send your Confirmation form back ASAP. If we have not received your Confirmation form 4 weeks prior to your Sausage your scheduled date will be cancelled and issued to another Community Group.

No preference was shown to groups due to the section of community their group fell under. We do reserve the focus of our dates for groups from our catchment area, leaving a small percentage for out of area groups.

If the date you have been allocated is one you can not find volunteers for please call as soon as possible and you will be placed at the bottom of the cancellation list. Please do not send a request to be put on the cancellation list, only groups that did not receive a BBQ date will be placed on it.

To accept your BBQ date you will need to send or fax the following:

- 1. Completed Confirmation form**
- 2. Sausage Sizzles Application for Approval form**
- 3. Current Public Liability for 10,000,000 or more if in date of BBQ**

To Bunnings Belconnen, Att: Activities Organiser, PO BOX 42, BELCONNEN ACT 2616. If your Public liability is not valid for your BBQ date please send the expiry date of your current Public Liability so that we can send you a reminder at that time.

To be able to remain in contact with your group throughout the year we would like you to list two alternate contacts. We also request that we be notified in the event that your fundraising committee has a change of personal and they are our listed contacts.

Bunnings' trading hours on the weekend are **7.00am – 6.00pm Saturdays and 8am – 6pm Sundays**. You are welcome to set up during those hours.

We require that your Sausage Sizzle is operational between **9.00am – 4.00pm**, during the prime selling period.

This is an opportunity for your organisation to generate substantial fundraising therefore it is important that you order and bring adequate supplies to maximize this opportunity.

If your group sells out of sausages/bread prior to 4pm on the day, you will be required to purchase more sausages, continuing the Sausage Sizzle offer to customers until 4pm.

A minimum of 3 people are required at all times to operate the BBQ. One person to handle the money, one person to cook/handle food (changing gloves between the raw and cooked food) & one person to serve. Every one that volunteers on the day are required to have read the food safety sheets included in this pack.

As a guide, approximate quantities you will require are below.

Please consider weather conditions, public holidays and long weekends

- **65 – 70kg sausages**
- **35 – 40 loaves bread**
- **20 – 25kg onions**
- **10 litres condiments (bbq, tomato sauce)**

Once again Thank you for applying, we wish you much luck in your fundraising efforts.

We wish you all the best with your fundraising endeavors and look forward to the opportunity of supporting your organisation.

Kind regards

Jennifer White
Activity Organiser
Bunnings Belconnen
belconnenao@bunnings.com.au
PO Box 42
BELCONNEN ACT 2616
Ph: 02 6228 6000
Fax: 02 6228 6099

Please ensure the following is adhered to:

- **Bunnings supplied signage only is to be used – please do not tape/hang additional signs or posters to the BBQ unit.**
- **The Bunnings supplied BBQ and Bunnings supplied gazebo are to be used at all times.**
- **Community groups are to report to the manager on duty on arrival and departure. Any incidents must be reported to the manager on duty.**
- **The Sausage Sizzle Operating procedures (Copies attached & located on the BBQ unit) are to be followed at all times.**
- **Please keep fire door clear at all times if it is located adjacent next to BBQ area (minimum 3 meter egress). Please do not park or use the disabled car parks located close to front of the store.**
- **All rubbish must be taken with you and not placed into any Bunnings bins. The area is to be left clean and clear of all cooking debris.**
- **The Sausage Sizzle Feed back form is to be handed or posted in on completion of your BBQ by COB the following Wednesday.**
- **Only sausages, onion, sliced bread and sauce is to be sold at the sausage sizzle.**
- **Drinks can be sold. 4 Soft Drinks and 1 Water max price \$2.00**
- **Pricing – the maximum sell price of Sausage Sizzle is \$2.50.**
- **Any additional raffles or fundraising activity is permitted provided that they directly support your community group eg Chocolate sales lamington drives raffles.**
- **Sausage Sizzle BBQ checklist to be completed before starting and on completion of BBQ to be done with Bunnings Team Member.**

Bunnings Group Limited Community BBQ Procedures

OPENING PROCEDURE

1. Unfold and assemble gazebo including side walls.
2. Position gazebo at the designated position at the front of the store. Place sandbags on each leg of the canopy.
3. Wheel the BBQ unit under the gazebo as per photo, and assemble.
4. Wipe all surfaces with paper towel and sanitizer (Not BBQ hotplate).
5. Check that water bottle is full for washing and cleaning.
6. Check gas bottle is full.
7. Store Meat products and onions in appropriate place. Turn on the gas bottle.
DO NOT STORE FOOD PRODUCT ON THE GROUND.
8. Place drip tray in the spaces provided on the front of the BBQ.
9. Following the written instructions on each piece of equipment – light the BBQ.
10. Place the condiments and napkins on serving bench for customer use.
11. Place signage around BBQ area. Maximum prices: Sausage on bread \$2.50,
Onion & condiments free of charge
12. Complete opening checklist

OPERATING PROCEDURE

1. No persons under the age of 15 are permitted to operate any equipment. It is recommended that between 3 and 5 people work in the BBQ area.
2. All persons working on the BBQ must wear food handling gloves.
3. All food products either raw or cooked should not be handled with bare hands. Separate equipment should be used for cooked and raw products.
4. Cold food should be kept below 5 degrees, hot food kept above 60 degrees.
5. Tables and preparation areas must be kept clean and sanitized at all times and regularly wiped down.
6. Bread, onions and meat should only be removed from packaging when cooking and only in the amounts required at that time.
7. No raw product should be kept uncovered or out of esky prior to cooking.
8. Money should be handled by individuals not cooking or handling the food product.
9. DO NOT pour water directly onto the hot plate. Fat splatter is harmful and can cause injury. Using a wet paper towel and tongs, carefully wipe from back to front and then guide excess liquid into the fat catcher.

Bunnings Group Limited Community BBQ Procedures

CLOSING PROCEDURE

1. Turn BBQ off at the plate and then turn off gas, disconnect & remove gas bottle.
2. Scrape down plate and wipe over with hot water and paper towel.
3. Spray BBQ with cooking oil to prevent rust build up.
4. All cooked product is to be removed/taken away at the end of the day.
5. Unused open bags of bread should be taken away.
6. BBQ MUST BE CHECKED BY A BUNNINGS TEAM MEMBER PRIOR TO PUTTING THE BBQ AWAY. When BBQ is cool (minimum 30 mins from shut down) – it should be dismantled into mobile position using assembly instructions in reverse order. Trestle table is to be cleaned, folded and placed on top of the BBQ unit.
7. The gazebo should be dismantled using the assembly instructions in reverse. It is then placed on top of the BBQ unit and covered. All equipment to be returned to designated storage area.
8. Complete closing checklist

Items Required to conduct your Sausage Sizzle

Supplied By Bunnings Group Limited Group

Supplied by Community

Stainless steel BBQ unit	Sausages, bread, onion, condiments
Bunnings corporate Gazebo	Napkins, garbage bags, sauce bottles
Sand bags (for gazebo)	Aprons, disposable gloves, paper towel
Fire extinguisher	Cooking utensils (tongs, spatula, knives)
Blackboard (display for price and group)	Small tin spray on cooking oil
Gas	Cash Float (Recommend \$100)
Blow mould trestle table x2	Table cloths
	Cleaning equipment and detergents
	Appropriate food grade storage containers
	Coolers with sufficient ice to maintain temperature of raw product below 5 degrees at all times

Bunnings Building Supplies – Sausage Sizzles

Application for Approval

In order for your application to conduct sausages sizzle to be considered, please complete the following form and return it to the In-store Activities Organiser.

Name of Organisation:

Date: 15 June 2012

	Yes	No
Our organisation is a not for profit group?	<input type="checkbox"/>	<input type="checkbox"/>
Signage specifying the purpose of the fund raising and our organisation will be displayed at all times.	<input type="checkbox"/>	<input type="checkbox"/>
An adult over the age of 18 will supervise the sausage sizzle and appropriate enclosed footwear will be worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>
We warrant that all equipment brought or used by us will be in good order and condition.	<input type="checkbox"/>	<input type="checkbox"/>
We understand that we are responsible for the cleaning of all equipment and of the area surrounding the sausage sizzle.	<input type="checkbox"/>	<input type="checkbox"/>
All equipment used and/or brought by us will be safely secured at all times.	<input type="checkbox"/>	<input type="checkbox"/>
We understand that we are responsible for our own property, and any property used by us during the course of the sausage sizzle, and for any damage or harm caused by such property, and/or members of our organisation, during the sausage sizzle.	<input type="checkbox"/>	<input type="checkbox"/>

Bunnings Building Supplies – Sausage Sizzles
Application for Approval

We understand that we are responsible for the safety of all members participating in the sausage sizzle and that any incidents which may occur, whether involving our members or the general public, will be reported to Bunnings Management. Yes No

A Certificate of Currency for Public Liability that will be valid For our BBQ Date is attached

We understand that Bunnings Building Supplies expects that our organisation will at all times:

- Treat all customers in an appropriate and courteous manner;
- Follow directions given by store management.

Have you also applied for a BBQ at another of our Bunnings Locations? If so where; _____

Name (Please Print)

Signature

Date



RE: SAUSAGE SIZZLE CONFIRMATION FORM

Could you please read, sign and return a copy of this confirmation letter to Bunnings Belconnen (Activities Organiser, PO BOX 42, BELCONNEN ACT 2616).

We have read & understood the information and conditions provided by Bunnings for the running of our Community Sausage Sizzle on 15 June 2012
We understand we are required to provide 14 days notice for cancellation.
Signed on behalf of:

Signature: _____ Date: _____

Print Name: _____

Email Address: _____

Contact Phone No's: _____ Mobile: _____

Postal Address if different to above: _____

Alternate Contact Person #1 (Please Print): _____

Alternate Contact Phone #1: _____

Alternate Contact Person #2 (Please Print): _____

Alternate Contact Phone #2: _____

Kind Regards

Jennifer White
Activity Organiser
Bunnings Belconnen
belconnenao@bunnings.com.au
PO Box 42
BELCONNEN ACT 2617
Ph: 02 6228 6000 Fax: 6228 6099

BUNNINGS BELCONNEN
PO BOX 42, BELCONNEN ACT 2616

PH: 6228 6000 FAX: 6228 6099
Email: belconnenao@bunnings.com.au

COMMUNITY SAUSAGE SIZZLE FEEDBACK

FOR THE ATTENTION OF THE ACTIVITIES ORGANIZER

Please fax to (6228 6099), email or post back to Bunnings Belconnen, by the following Tuesday as this is required for our Weekly report.

Name of Community Group:

Date of sausage sizzle: 15 June 2012

Amount raised from sausage sizzle : _____

Gross Profit (money raised before expenses) : _____

Net Profit (money raised after expenses) : _____

Number of sausages used?: _____

Period of time spent on premises : _____

Any other comments.
