

Pancake Breakfast Fundraiser Toolkit

A pancake breakfast is a fairly simple fundraising event that can be planned in just a few weeks. Assemble a core team of reliable, energetic people at the very start of your planning stage. You will need a team of volunteers who can contribute to the final planning and execution of this fundraiser. Working together, you and your team will benefit the Amyloidosis Foundation and contribute to patient support and research.

**Here are some
ideas to help you
plan your event**

Set the date, time and venue

Date

Check your local community calendar so there are no conflicts with any other events in your area. Pick a date when the pancake breakfast will stand out among the local activities. This will encourage more people to attend.

Time

Pancake breakfasts are usually from 7:00/8:00am to around 12:00 noon. You can have continuous serving from 8:00 to 11:30 OR you can sell X number of tickets to three different time settings - 8:00, 9:30 and 11:00 - that way you can replace all the dirty stuff just once in between, before opening doors to the 9:30 and 11:00 reservations.

Venue

Look for a school cafeteria, church hall, or firehouse hall so you have a kitchen, tables and chairs available.

Menu and food

A simple menu may include: pancakes with butter & syrup, sausage, juice, milk, and coffee with cream and sugar. Add in disposable plates, forks, knives, spoons, cups (coffee & juice), and napkins. You can also solicit food or paper goods donations from local groceries, butchers, bread stores, party supply stores and breakfast establishments. Offer to advertise their sponsorship on the breakfast tables.

Set a ticket price

If you are able to get a substantial amount of your costs covered by the merchants' donations then you can keep the ticket cost low enough to encourage a larger attendance and still build a profit into the price of each ticket. You can make tickets available through your local merchants and you can take reservations by phone, giving reservation numbers to the attendee and have them pay when they arrive for the meal or have them mail in a check to reserve their breakfast. By selling as many *advance* tickets as possible, you'll be able to better estimate food quantities.

Publicity

Your team should release as much publicity as possible. This will spread awareness about amyloidosis as well as promote your fundraiser. The Amyloidosis Foundation can create a personalized, online sponsorship page for you to share on Facebook and via email. Use all forms of social media to spread the word.

Ask your friends and event participants to help create awareness for your pancake breakfast. Create a press release for local newspapers, magazines, radio stations, and www.amyloidosis.org) on your outreach information. Tell people that they can also donate online if they are unable to attend. Let us know if you need help with a press release or with designing a flyer.

The Amyloidosis Foundation is committed to help you succeed. Contact us with the details of your fundraiser and we will promote your event through our social media channels to get the word out.

The day of the event

A pancake breakfast will need ticket takers and cashiers, cooks, serving and bus crew, a setup and cleanup crew, and hosts. Have a volunteer photographer record the event. There are two ways to consider delivering food: buffet-style or with table waiters.



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Spread plenty of large trashcans around so tables can be easily and quickly cleared. Break your volunteers into teams and allow them to eat before the event has started or after the breakfast. Please show your full appreciation to all involved: committee members, volunteers, attendees, and sponsors.

Quick tips

- **Post flyers in supermarkets, delis, community centers and food-oriented locations.**
 - **On flyers and event publicity mention where the funds will go. Example: "All of the profits from this Pancake Breakfast will go toward the Amyloidosis Foundation's patient support and research programs."**
 - **Charge different amounts for tickets purchased in advance or at the door and offer adult, child & family rates. Have someone print tickets on their computer instead of having them printed. Type Adult & Child on them and have your sellers circle which kind of ticket it is that they are selling. Use inexpensive business card stock to print on.**
 - **Contact the Amyloidosis Foundation to ask for brochures and information about the amyloidosis diseases and have a table set up to distribute them.**
 - **Contact your local health inspector to determine local regulations, like using food-handling gloves; ask if they have to inspect the place before you can serve your meal.**
 - **Supply local schools with flyers to be sent home in the student's backpacks. If your breakfast is on Sunday, ask local churches to announce your pancake breakfast at the end of their service to encourage spontaneous walk-in sales.**
 - **Start big coffee pots early, they take longer than you think to heat up. Keep pancakes warm in crockpots; cook meat first and store it in the oven to keep warm (at the correct temperature to meet health regulations).**
 - **Consider some additional fundraising activities by putting out a large jar labeled "tips" or "donations." You can also run one or two raffles in conjunction with the fundraiser.**
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We are here to help, so don't hesitate to contact us for more information on this or any fundraiser that you have in mind.

**info@amyloidosis.org
248-922-9610**

We appreciate all that you and your volunteers do to make a difference in the lives of patients and their families. The Amyloidosis Foundation thanks you for your support and hard work!