



How to:

RUN A SAUSAGE SIZZLE FUNDRAISER!



**NEW ZEALAND
RED CROSS**
RĪPEKA WHERE AOTEAROA



Run a Sausage Sizzle fundraiser!

A sausage sizzle is an easy way to fundraise! Follow the steps below to run your own!

1 Book your sausage sizzle.

Book your sausage sizzle. First you will need to establish a date, time, and venue for your sizzle. If you want a grill provided for you, then contact your nearest Bunnings Warehouse, for example.



Top Tip: The best Sausage Sizzles take place on a sunny day!

As the weekend availability for these sites fills up quickly, we would recommend contacting them at least a month in advance for your sausage sizzle. If you would like to use your own grill, then you can contact local supermarkets to book your sizzle outside their store. You can use our simple email template to get started.

2 Organise volunteers/your team for the day. Typically, a sausage sizzle runs from 9.00am-4.30pm in 2-hour shifts. You may require volunteers to help with grilling, selling, purchasing and preparing ingredients (such as cutting the onions in advance). Most locations require at least three volunteers to be present at all times, and we would encourage you to work towards this. Create a schedule using our simple template below and contact your volunteers to fill the shifts in. Be sure to give volunteers plenty of notice and contact them ahead of the event to remind them of their shifts.

3 Organise your supplies and equipment. Find a helpful list of supplies and equipment below. Your team will need to organise a cash float of at least \$50 in a variety of coins. Please keep receipts if you make any purchases for the event. Some locations may have a minimum price you will need to sell your sausages for. We recommend you price your sausages at \$2.50. Do not forget to print out your Red Cross posters and other helpful signage provided in this handy guide.

- 4 Advertise your event.** Spread the word to your surrounding networks. Use the poster templates provided and put them up on local noticeboards, at workplaces etc to advertise your event. Or if you would like to create your own, we request that you do not use the New Zealand Red Cross logo. If you would like more information on why there are rules around the use of the Red Cross emblem and our logo, please **visit the Red Cross website**.¹ You can also promote your sizzle to your community online. If you need some help with what to say, you can use the social media post template included in this toolkit.
- 5 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules below and follow safe hygiene practices.
- 6 Set up.** On the day of the fundraiser, ensure you have all the relevant information you need (this may include printed permission that states you are allowed to fundraise on the premises). Arrive 20 minutes early to set up, check health and safety and ensure you know where first aid and fire extinguisher are located. Remember to smile and have fun!
- 7 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful sausage sizzle fundraiser!

Ministry for Primary Industries sausage sizzle health and safety regulations²

Downloadable resources and links are at the end of this toolkit

Sausage sizzle grocery list:

The amounts are based on an average 9.00am-4.30pm sales day. Adjust depending on expected turnout (think weather, location, duration etc.)

- Onions – 15kg
- Sausages – 5 x 60pk pre-cooked sausages (300 pieces total). You can supply vegetarian/vegan sausages as an option if you would like – these can easily be purchased in your local supermarket
- Bread – 18 x Value white toast bread (17 slices per bag, crusts not included)
- Tomato sauce – 2.5 litres. Check to see if your local supermarket sells larger sizes – if not various bulk stores will sell these items
- Mustard – 1.5 litres
- Serviettes – 300pc
- Tinfoil – 1 Roll
- Hand sanitiser
- Bin bags
- Paper towels x 1 roll
- Canola cooking oil x 1
- Disposable gloves

Equipment:

- Tongs x 2
- BBQ spatula to cook the sausages
- BBQ wipes to wipe the grill down after
- BBQ scraper to scrape the grill after cooking
- Chopping boards x 2
- Sharp knife x 2
- Foil trays x 2
- Chilly bins x 2
- Donation container/ box or anything to hold money in with a lid
- Float (variety of coins to make up \$50)

You may not need everything on this checklist so please adjust to suit your sausage sizzle!

Bunnings Sausage sizzle guidelines³

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE: BOOKING A SAUSAGE SIZZLE

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello, **[Name]**,

I hope you are well. My name is **[Your name]**.
I am getting in touch to enquire about holding a sausage sizzle fundraiser on your premises to raise funds for New Zealand Red Cross.
Do you have any weekend availability at your store for us to host a sausage sizzle between **[Date]** and **[Date]**.

The money we raise from our sausage sizzle will go towards:

- Training and equipping our Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency.
- Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
- Deploying highly skilled International Delegates to work in areas of conflict and emergency around the world.
- Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

We would appreciate your support with our fundraising efforts!
I look forward to hearing from you. 😊

[Sign off]

Send 🗑️ ▼

Download this template here:

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Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.

Do you love a classic Kiwi sausage sizzle? We will be at **[Location Name]** this **[Date and time]** and serving up some delicious hot sausages right off the grill to raise funds for New Zealand Red Cross! The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates. So, please come and support a worthy cause!


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SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION


This template is a guide, please feel free to adjust it to suit your purposes.



... X




We are holding a charity sausage sizzle at **[Location name]** to raise funds for New Zealand Red Cross to help people most vulnerable in our communities. If you would like to come help support us and grab a bite to eat, then come along on **[Date]** at **[Time]**.

OR

[Who is holding the fundraiser]
[Why?]
[Where?]
[Who would you like to come?]



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SAUSAGE SIZZLE HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls ⁵
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling ⁶
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work ⁷
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events ⁸

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.**⁹
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances**¹⁰ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



SAUSAGE SIZZLE FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates ⁴

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross

in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/about-us/what-we-stand-for/red-cross-emblems/>
- 2 <https://www.mpi.govt.nz/dmsdocument/3714/direct>
- 3 <https://www.bunnings.co.nz/about-us/in-our-community>
- 4 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 7 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 8 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 9 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 10 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>