

# Frequently Asked Questions: BAKERS

## Do you bake in my town?

We are currently most active within the City of Philadelphia, with occasional requests in the surrounding counties (including New Jersey). That said, we are always open to new partnerships and expanded geographies, provided we have bakers in that area. If you would like to see more events in your town, feel free to be our ambassador! If you'd like to help us expand our efforts, drop us an email at [InKindBakingPHL@gmail.com](mailto:InKindBakingPHL@gmail.com).

## How do I sign up?

We can always use more bakers! Whether you are a professional or an enthusiast, we would love to have you. Sign up on our website ([www.inkindbakingproject.org](http://www.inkindbakingproject.org)). A member of our steering committee will then add you to our PlanHero club, where you can sign up for volunteer slots for upcoming events. You can sign up as often or as sparingly as your schedule allows.

## Do I have to dropoff?

Yes, if you sign up, please make sure you can drop off within the specified drop-off window(s) and to the location named in the request. Unfortunately, due to the volume of requests we fulfill and the number of bakers that we coordinate, we cannot coordinate drop-off arrangements on your behalf.

## Do I have to serve my baked goods at the event?

No, you only need to drop off the baked goods to the point person within the specified drop-off window.

## Do I need to provide serving utensils/display platters with my baked goods?

No. You can drop off in tupperware, shirt boxes with wax paper, etc. We just ask that you label the baked goods with their ingredients and any allergens, and make sure to note that "These baked goods were prepared in a home kitchen."

## Do I need to individually wrap the baked goods?

Unless that is specified in the request, you do not need to do it.

## What is the quantity I will have to bake for each event?

It varies based on the event's anticipated head count. For events with fewer than 30-40 people in attendance, we recruit one baker to cover the entire event. (These smaller events are our most common requests.) For events that expect more than 30-40 people, we recruit multiple bakers so that each baker is responsible for about 30 servings maximum. If you sign up for an event with multiple bakers, you and other bakers will be connected via email in case you'd like to coordinate your recipes (although this is not required).

## Help! I signed up to bake and now I am unable to fulfill my obligation. What should I do?

If the event is more than 2 weeks away, simply cancel your signup on the PlanHero site and email us at [InKindBakingPHL@gmail.com](mailto:InKindBakingPHL@gmail.com) to let us know. If the event is less than 2 weeks away, we ask that you try to find a replacement before contacting us (try posting in the project's Facebook group!). We ask that you give us at least 72 hours notice that you will not be able to fulfill your obligation; if you need to cancel within that period, we ask that you contact us ([InKindBakingPHL@gmail.com](mailto:InKindBakingPHL@gmail.com)) and the request's liaison directly to let them know.

## Frequently Asked Questions: BAKERS (continued)

### How does the InKind Baking Project deal with bakers' responsibilities and liability?

Through our fiscal sponsor (Culture Trust Philadelphia), the InKind Baking Project carries liability insurance that covers our bakers. As part of those insurance arrangements, we ask all of our volunteer bakers and requesting organizations/individuals to sign a waiver that outlines their responsibilities. This waiver is available through our PlanHero group. Please contact us if you wish to review the policy coverages.

### Will I get paid?

No, we are an all-volunteer network.

### Do you pay for my supplies?

Generally speaking, our volunteers take care of their own ingredients and supplies. However, we consider it a core part of our mission and values that everyone be able to participate, regardless of cost. So we maintain a reimbursement fund to offset the cost of supplies and/or drop-off transportation (e.g. public transportation or Lyft). Other than confirming the details of your volunteer slot and submitting a receipt, we don't ask any other questions to make bakers justify their reimbursement. (Reimbursement is available for as long as the funds last.)

### Are my donations tax-deductible?

Yes, through our fiscal sponsor, Culture Trust Philadelphia, all donations are tax-deductible, whether they are cash/check or in-kind goods/services. Cash donations will automatically receive a receipt. Please contact us for a form for in-kind donations.

### I'm interested in forming a similar baking network in my town. How do I do it?

That's great to hear! Check out the toolkit on our website for some tips on how to start your own baking network.

# Frequently Asked Questions:

## REQUESTING INDIVIDUALS / ORGANIZATIONS

### Am I eligible to submit a request?

We welcome requests for any baked goods and any occasion, as long as it fulfills our mission of supporting our neighbors in inclusive community. We prioritize events that directly serve community members (rather than staff events for a service organization). We are happy to bake for both individuals and organizations, on a one-time or recurring basis. Unfortunately, we cannot bake for any fundraising events.

### How far in advance should I submit a request?

The sooner the better! Because we are all volunteers and need time to plan for events, we ask that you submit requests for smaller events (approx. 30 people or fewer) at least 2 weeks in advance, or for larger events (30+ people), at least 4 weeks in advance. Feel free to submit with even more notice!

### How do I make a request?

You can submit a request via the form on our website ([www.inkindbakingproject.org](http://www.inkindbakingproject.org)). If there are any technical difficulties with the form, send us an email at [InKindBakingPHL@gmail.com](mailto:InKindBakingPHL@gmail.com), and we can get all the important info from you. Once we receive your request, we will follow up to confirm our capacity and your needs.

### Can I submit a request for a recurring event/program?

Yes. We welcome recurring requests for important work (e.g. ongoing legal clinics for immigrants, community dinners, etc.) and will do our best to fulfill some or all of the events, depending on their frequency. We juggle a very active calendar and a listserv of busy bakers, so we will work with you to determine the best schedule and commitment.

### Do I need to make a donation in order to receive baked goods?

No, we are an all-volunteer network. (But we do welcome any donations to offset our costs!)

### Can I specify what kind of baked goods?

Yes, you are welcome to make special requests for the type of baked goods or any allergens to avoid. However, please keep in mind that we are an all-volunteer network, not a catering company. The more flexibility you can give us, the easier it is for us to recruit volunteers.

### Do your bakers serve the baked goods?

No. Consider us your partners behind-the-scenes: bakers take care of preparing the baked goods and will drop off within the window(s) of time that you specify. They do not stay to serve the baked goods.

### Do I need to coordinate directly with the bakers?

In general, we take care of coordinating all of the recruitment and logistics with the bakers, to streamline the process for you and keep things simpler for our volunteers. However, if you'd like to reach out directly to the bakers for a particular event, we can put you in touch.

### How does the InKind Baking Project deal with liability for bakers?

Through our fiscal sponsor (Culture Trust Philadelphia), the InKind Baking Project carries liability insurance that covers our bakers. As part of those insurance arrangements, we ask that all of our requesting individuals/organizations sign a waiver that outlines their responsibilities.