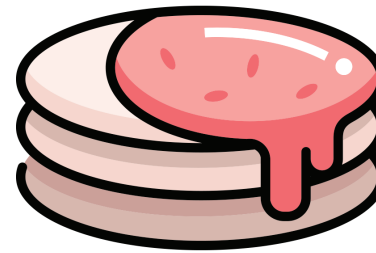


**Thank you
for your
support!**

PAN- CAKE DAY!



Thanks to our event partner:



Uniting Church. **Uniting People.**



**Planning Guide
2018**

Who is UnitingCare?

UnitingCare is a network of non-for-profit organisations associated with the Uniting Church working for the common good of all people.

In South Australia, 16 organisations in the UnitingCare network provide a wide range of services across the state. These include:

- welfare
- hospital and health care
- advocacy
- emergency support
- aged care
- accommodation
- children's services
- youth and family support
- disability services

What is Pancake Day?

In early Christian tradition, Shrove Tuesday was the final day to eat luxury foods including flour, eggs and dairy products before the start of Lent – a time of abstinence and reflection in the 40 days before Easter. The European custom of making pancakes on Shrove Tuesday was one way to use up these foods and over the centuries, Shrove Tuesday and pancakes became perfect partners.

UnitingCare's Pancake Day is individuals and groups sharing in the mission to bring hope, love and opportunity to people in need. Across SA, QLD, VIC and TAS people get involved by flipping, eating and selling pancakes to support important UnitingCare projects and programs which provide a better future for people in our local communities.

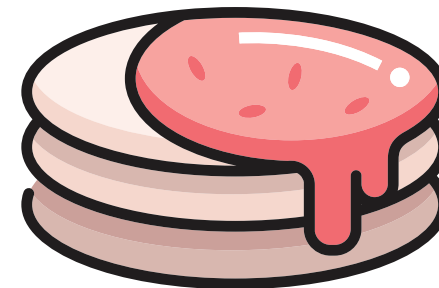
How your funds help

The money you raise at your Pancake Day event will go directly to local UnitingCare organisations to help them provide practical support to South Australians in need - those without a home, people living with disabilities, vulnerable children and adults, older people and families in crisis.

In 2017, funds assisted schools breakfast programs, financial counselling programs, emergency relief for migrants who are not entitled to any government assistance, no-interest microfinance loans, and a community lunch program.

These programs are vital in helping people to feel like they are valued and have the tools to help them in their struggles.

How to hold an event



1. **Decide where and when your event will happen.** This year, Pancake Day will be on Tuesday 13 February but you can hold your event anytime during February or March. Venues can include church, school, in the workplace, local shopping centre, park or sporting club. Private events in your home are great, too! Use the posters to advertise.
2. **Make sure that you registered your event and received your host pack.** Occasionally, host packs have gone missing, so please let us know if this happens.
3. **Please ensure you follow the State Government laws and regulations** about food safety and have fresh drinking water available. You can find out more on the SA Health website (search charity food safety) or <http://bit.ly/2BasmyW>
4. **Check if your school/business/community group has any rules/policies** that you need to follow including filling out a risk assessment.
5. **Organise all the volunteers and the necessary supplies.**
6. **Return your funds raised** (online, by cheque in the post or in person)

Uniting Churches:

1. Please complete the **Event Safety Checklist** This is available at sa.uca.org.au/human-resources/workplace-policies under **Event Safety**
2. Please complete a **Risk Assessment Form** for all identified hazards. This is available at sa.uca.org.au/human-resources/workplace-policies under Hazard Management.
3. If your event is going to be a particularly large event with the public, you may like to speak to the Insurance team first on (08) 8236 8330.
4. Please have **Incident Report Forms** printed and ready for the event. This is available at sa.uca.org.au/human-resources/workplace-policies under Incident Management.

All incidents and near misses at Uniting Churches or church events must be reported within 24 hours to Wayne Booth, WHS Coordinator, 8236 4214 or 0466 333 144 after hours.