

## **OLLI at Penn State, University Park**

### **Baker's Dozen and Baker's Dozen Delivery Crew Responsibilities**

**Background:** Many OLLI Social events serve food. The Baker's Dozen was created to provide food for events as well as an opportunity for our many members who are great cooks to share their talent.

#### **Baker's Dozen Coordinator**

Coordinator receives requests for baking needs and then contacts bakers with the request. Monitor and send out additional emails as needed. Keep the event organizer informed of any details. Send reminders to Bakers two days before the event.

#### **Baker's Dozen Responsibilities**

The Bakers will be emailed with a request to provide 2-3 dozen cookies or other finger foods for an OLLI event.

#### **Baker's Dozen Delivery Crew Responsibilities**

When a Baker can bake but not deliver, a delivery crew volunteer will be contacted to pick up and deliver their food to the event.

#### **How it Works**

- When a scheduled OLLI event needs snacks, an email will be sent to the required number of Bakers needed for the event.
- When you receive an email request, respond as soon as possible either yes or no to determine if another baker should be contacted.
- You will be given the date, time-frame, and location when the baked goods are needed.
- If you are not able to deliver your baked goods, reply to the email stating you will need a pick-up. Someone will be contacted asking them to pick-up your baked goods. Your email should include your address and a time-frame when the Delivery Crew member should arrive.