



Welcome!

Thank you for signing up to deliver smiles to underserved children, one birthday cake at a time!

Volunteer Expectations

Baking is fun and baking for kids who wouldn't otherwise have a birthday treat is very rewarding! To maintain the highest quality for the youth, there are a few rules that Cake4Kids needs you to agree to:

1. Fulfill your commitment to **bake and deliver** according to the youth's request
2. Be 16 or older. Teens aged 16 and 17 must volunteer as part of a parent-teen team with a parent or guardian. The registered parent or guardian is the primary responsible volunteer and must be the sole contact for all Cake4Kids communications
3. Proficiency at baking and having a good level of decorating skills is required
4. Always keep youth names and delivery locations confidential
5. All deliveries are Monday–Friday during business hours
 - a. Deliver on time to the designated location, providing your own delivery transportation
 - b. If a friend or relative delivers for you, notify Cake4Kids in advance and provide their full name, driver's license number, and auto insurance information
6. Bake in your home kitchen, following the Cake4Kids Baker Guidelines, which you can view on the Baker Resource Center (<https://www.cake4kids.org/resource-center>)
***Pro-tip:** Bookmark the Baker Resource Center right now so you can come back to it anytime!
7. Follow the CDC, FDA, and USDA's food safety guidance from FoodSafety.org: [4 Steps to Food Safety](https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety) (<https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety>)
8. Adhere to the Cake4Kids procedures covered in orientation and in the Getting Started section of this Volunteer Expectations document, including:
 - a. Confirming to Cake4Kids seven (7) days prior to the scheduled delivery date that you will bake and deliver
 - b. Notifying Cake4Kids immediately if for any reason you are unable to bake and deliver on the scheduled date. If cancelling within 3 days, call Cake4Kids at (408) 752-2538
 - c. After delivery, replying to the Cake4Kids delivery confirmation request email with a photo of the delivered sweets
9. If you encounter any problems while baking or delivering, please call the Cake4Kids Team for help immediately at (408) 752-2538. Add this phone number into your cell phone!

Have fun! Baking a cake for a child who may not otherwise receive one is a wonderful, heartwarming experience



Important Contact Information

The Cake4Kids team is available Monday–Friday 9:00 am–5:00 pm

By phone: (all inquiries and emergencies) (408) 752-2538

By email:

Cake requests, deliveries, baking questions cakedetail@cake4kids.org

Baker portal and other volunteering questions volcor@cake4kids.org

Baker Resources

Cake4Kids Baker Portal cake4kidsbakerportal.secure.force.com

Baker Resource Center cake4kids.org/resource-center
(Discounts, baking tips and videos, Cake4Kids logo, and more!)

Facebook

Cake4Kids Main Facebook Page facebook.com/Cake4Kids

Private Facebook Groups by Chapter facebook.com/Cake4Kids/groups
(Access to these groups is restricted to Cake4Kids volunteers)

Instagram instagram.com/cake4kids



Baking Requirements

Basic Requirements

- Bake in your home kitchen
- Cake Size and Quantity: Minimum Requirements

Dessert Type	Minimum Size and Quantity
Cake* <i>must feed a minimum of 10-12 people</i>	8" or 9" round and at least 2 layers tall OR 9 x 13" and at least 2 layers tall or 2" high before frosting
Cupcakes, cookies, bars, brownies	2 dozen, unless otherwise specified

* Specialty shaped cakes are allowed but must provide an equal amount of cake

* If the request states 9x13", it is required

- Only provide baked goods that do not require refrigeration: no whipped cream, custard, ice cream, tres leches, cream cheese, etc.

Decorating Requirements

Theme and Colors

- Have fun and get creative!
- Decorate the sweets according to the requested theme / color
- "Baker's choice of festive decorations" vs "No decorations"
 - "Baker's choice of festive decorations" requests MUST be decorated. Use happy / colorful decorations that fit the occasion and are age-appropriate
 - "No decorations" means you should not decorate, not even with sprinkles. Write the celebratory message only
- Edible images are a great way to decorate. See the page on *Baking Supplies, Classes, and Discounts* on the Baker Resource Center for where to purchase these
- Visit the *Decorating Ideas* page on the Baker Resource Center for great decorating examples from other Cake4Kids volunteers

***Pro-tip:** [Pinterest is a great resource for finding decorating ideas for the theme you need!](#)

Happy Birthday or Congratulations Message

- **Always write the celebratory message as directed in "Message to write on treats" on the cake request**
** Sometimes the request is actually for no message, in which case you do not need to write anything on the treats (denoted as "No message" or "None")
- Spell out the full celebratory message. Do not abbreviate any part of the phrase
- Do not put the child's age on the cake!
- Put message directly on baked goods or on banners or toppers that can be inserted into the treats
 - For cakes only, message can be written on the cake or cake board
 - For cupcakes, cookies, bars, and brownies, message should be attached to the sweets since cupcakes, cookies, bars, and brownies are typically separated from cake board when served
- Double-check the spelling of the youth's name!



Toppers and other decorations

- Do not use gel icing – it bleeds and spreads
- Only edible decorations specifically labeled FOOD-SAFE are allowed to touch the cake directly
- Toys, rings, crowns, etc., may be used as decorations but require a barrier layer to prevent them from touching the cake or frosting, as they may be toxic. Barrier layers can be created by using:
 - Fondant: roll out a small piece of fondant the size of the toy, place on the cake, and then place the toy on top of the fondant. Fondant can be adhered to the cake using frosting
 - Plastic straws or treat sticks: push straw or stick into the cake and attach the toy on top of it, or use several straws/sticks cut to size to create a little platform for the toy to sit on
 - Toothpicks or skewers: can be used to attach small items such as paper banners with the Happy Birthday/Congratulations message and/or the child's name
 - Edible rice paper or sugar paper: lay a small piece the size of the toy on the cake and lay the toy on top of it

DO NOT use parchment paper, wax paper, or plastic wrap as a barrier layer due to the risk that youth may not see those and accidentally ingest them. **Exception:** For doll cakes **ONLY**, you may wrap the doll with plastic wrap to prevent it from touching the cake or frosting

Decorating Ideas

Ideas for incorporating celebratory message

Write the message on the treats with frosting, fondant letters, or edible ink pens on cookies or fondant:



Make or buy toppers by cutting out circles, flags, or designs decorated with the theme and celebratory message, and insert into the cupcakes or treats:





Make or buy a banner with the celebratory message, and insert into the cupcakes or treats:



Combine store-bought Happy Birthday candles with one of the above methods to include the youth's name (if requested):



***Pro-tip:** Visit the [Decorating Ideas](#) page on the Baker Resource Center for great decorating examples

Packaging Requirements

- Deliver **all baked goods** on a cake board and in a cake box
 - Cake boards should fit snugly in cake box to prevent sliding during transportation
 - For cupcakes, use fitted inserts that are made to go inside the cake box. Alternately, you may also use plastic cupcake clamshells
 - NO: aluminum pans or metal pans, disposable or otherwise
 - NO: food storage containers (e.g., Tupperware) or to-go containers
 - Visit the [Packaging Guidelines](#) on the Baker Resource Center for more detailed information on packaging, with example photos and suggestions on where to buy supplies
- Attach Cake4Kids delivery sticker or printed-out Cake4Kids logo to the cake box
- Print and include Delivery Instructions email with cake box



Allergy Baking Requirements

Download and carefully read the “Cake4Kids Allergy Baking Reference Guide” available in the *Document Library* of the Baker Resource Center before starting

We accept requests for youths with all types of dietary restrictions. For each request, review the Food Allergies listed and ensure you are equipped to bake for the restriction. Requests with allergy restrictions are denoted with a special “S” logo -- see example →



At a minimum:

- **Check the packaging of each ingredient to ensure the product was not processed in a facility that also processes the allergen**
- **Sanitize all surfaces and baking tools completely before starting**
 - This includes thoroughly washing all baking utensils, measuring cups, bowls, and pans that have been previously exposed to the ingredients the child is allergic to. For example, wash any measuring cups that have been used for flour before measuring out items for a gluten-free cake. The gluten on the measuring cup can still make the child sick. Many children’s allergies are serious and we don’t want any chance of cross contamination.
- Wash hands with soap and warm, running water for at least 20 seconds
- Keep the prep and baking areas clear of the ingredients that the child is allergic to throughout the baking and packaging process. For example, don’t make peanut butter and jelly sandwiches while you are baking for a child with a nut allergy

Safe Food Handling, Storage, and Preparation

Before baking, always check the latest food safety guidance from FoodSafety.org, a partnership of the CDC, FDA, and USDA: [4 Steps to Food Safety](https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety) (https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety)

Clean: Wash Hands, Utensils, and Surfaces Often

Germs that can make you sick can survive in many places around your kitchen, including your food, hands, utensils, cutting boards, and countertops.



Wash your hands the right way:

- Use plain soap and water—skip the [antibacterial soap](#)—and scrub the backs of your hands, between your fingers, and under your nails for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice
- Rinse hands, then dry with a clean towel
- [Wash your hands](#) often, especially during these key times when germs can spread:
 - Before, during, and after preparing, decorating, packaging, or serving food
 - After handling raw meat, poultry, seafood, or their juices, or uncooked eggs
 - Before eating
 - After using the toilet
 - After changing diapers or cleaning up a child who has used the toilet
 - After touching an animal, animal feed, or animal waste



- After touching garbage
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After blowing your nose, coughing, or sneezing
- After handling pet food or pet treats

Wash surfaces and utensils:

- Clean all work areas and surfaces with hot, soapy water before and after preparing batter or dough and before baking, serving, or packaging prepared items
- Immediately clean surfaces if any raw egg or batter drips
- Wash cutting boards, dishes, utensils, and countertops with hot, soapy water, especially after they've held raw meat, poultry, seafood, or eggs
- Wash dish cloths often in the hot cycle of your washing machine

Wash fruits and vegetables, but not eggs:

- Don't wash eggs to avoid spreading harmful germs around your kitchen
- Cut away any damaged or bruised areas, then rinse [fruits and vegetables](#) under running water without soap, bleach, or commercial produce washes
- Scrub firm produce like melons or cucumbers with a clean produce brush
- Dry produce with a paper towel or clean cloth towel
- Produce labeled as "pre-washed" does not need to be washed again

Other essential procedures:

- Keep long hair pulled back
- Don't allow anyone to lick the bowl or the mixing spoon
- Keep all pets away from food prep area
- Bake as recipe directs until baked goods are completely done
- Cool baked goods on cooling racks before packaging

Additional resources for you:

[Food Safety Quick Tips: Clean](#) (FDA)

[Cleanliness Helps Prevent Foodborne Illness](#) (USDA)

Packaging

- Always package products with new, unused packaging (cake boards, cake boxes, cupcake liners, etc.)
- If frosting or other food residue gets on the outside of the box, clean it off before delivering

Food Storage

- When not preparing or working with it, keep unused batter or dough covered and refrigerated
- Freeze baked goods if they will not be delivered within one day
- Seal all ingredients and baking/decorating products when not in use and store them off of the floor on a counter or in a cupboard (not on the ground)



Additional resources about food storage safety:

[Food Safety Quick Tips: Chill](#) (FDA)

[Refrigeration and Food Safety](#) (USDA)

[Leftovers and Food Safety](#) (USDA)

Egg Safety

Here are some tips for handling and eating eggs safely:

- When buying eggs, look for eggs that are clean, free of cracks, and stored in a refrigerated case
- If there is an expiration date or "sell by" date on the package (not required by law, but it is often there), purchase eggs before that date
- Eggs that are properly stored in their shells in the refrigerator can be safely eaten up to five weeks after purchase (provided they weren't purchased after the expiration date)
- Store eggs in the carton in the coldest part of the refrigerator on a shelf, not in the door
- Do not leave raw eggs out of the refrigerator for more than 2 hours (or one hour if it is 85 degrees or hotter outside). If salmonella is present, it will likely be found in the yolk rather than the white, but it still isn't safe to eat egg whites raw
- If an egg has bloody spots on the yolk, it's still safe to eat
- If the egg white is cloudy, that means it's very fresh



For additional information about storing eggs safely, visit FoodSafety.org

Butter Safety

- Butter and margarine are safe at room temperature, but leave out only what you can use within 1-2 days, as the flavor can turn rancid. Margarine – especially soft tub margarines – can separate into oil or water and solids when not kept refrigerated, although it is still safe to eat
- Do not use spreads to replace butter, margarine, or shortening one-for-one. Spreads contain less fat and more water, so they will not perform like butter or margarine
- Store butter in the coldest part of the refrigerator on a shelf, not in the door

For additional information about storing butter safely, visit FoodSafety.org

Document continues on next page



Signing Up to Bake and Deliver

1. Log into the Baker Portal

- a. Double-check your contact information and preferences in the *Baker Profile* tab
- b. **Forgot your baker ID?** No problem - we're here to help. Just email volcor@cake4kids.org and we will get back to you during business hours

2. Sign up to bake

- a. View all open cakes
- b. If you're a new baker, take a look at the themes and choose one that feels comfortable to you. There's no need to experiment with your first Cake4Kids cake. If you're not confident with frosting and decorating cakes, look for requests for cupcakes, cookies, or brownies – those are normally a good bet to build your confidence up!
- c. It's easy to sign up for cakes in advance but please do your best to make sure you will be able to bake and deliver on the requested date. We know life happens and we respect that, but if you have to cancel at the last minute, a child could end up very disappointed on their special day

3. Confirm you can bake and deliver

- a. Seven (7) days prior to delivery date: Confirm to Cake4Kids that you will bake and deliver. Simply click Reply All to the "Ready to Bake? Please Confirm" email from cakedetail@cake4kids.org and let us know you are confirmed. When you reply all, make sure to keep the original Cake4Kids "Subject Line" and original email text intact
- b. Four (4) days prior to delivery date: If you have not responded to the confirmation email, you will receive a reminder email 4 days prior to delivery, asking you to confirm ("Don't Forget! Please Confirm You're Baking")

Cancellations: Notify Cake4Kids immediately if for any reason you are unable to bake and deliver on the scheduled date

- More than 5 days before delivery: cancel on the Baker Portal under "My Cakes" tab
- 3-5 days before delivery: cancel on the Baker Portal **AND** email the Cake4Kids team at cakedetail@cake4kids.org
- **Less than 3 days before delivery: cancel on the Baker Portal AND call us at (408) 752-2538**

*Note: the Cake4Kids Team's business hours are Monday–Friday 9 am–5 pm. Outside of these hours, please leave a message and we will receive it promptly

4. Deliver your cake

- a. Two (2) days before delivery: Print the Delivery Instructions email you receive and include it with the cake box
- b. Adhere the Cake4Kids sticker or printed-out Cake4Kids logo to the cake box
- c. Deliver promptly within the 2-hour timeframe given
- d. After delivery: Confirm delivery and send a photo: Reply All to the delivery confirmation email you receive on the morning of your delivery and attach at least one photo of your cake. When you reply all, make sure to keep the original "Subject Line" and the text of Cake4Kids' original email.

Delivery issues or running late? If you are running late or have any problems during delivery, please call the Cake4Kids team immediately at (408) 752-2538.



Social Media Guidelines

We ♥ social media and want you to share your volunteer work and beautiful sweets with the world.

But, Cake4Kids and all volunteers have an obligation to protect those we support, ensuring that we maintain the privacy and safety of every youth we bake for. To safely use social media to share your cake photos and videos, it is critical to adhere to the following requirements.

Don'ts

- **Do not** include the name of the child in the text of your post
- **Do not** include the name in your post in the text of your post
- **Do not** post photos of the agency
- **Do not** mention the agency location in the text of your post

Do's

- Post on your Facebook, Instagram, and Pinterest accounts and tag us! @Cake4Kids or #Cake4Kids
- Post in your Cake4Kids Facebook Community Group
- Keep your post general

Examples:

- Just made a cake for a deserving child with @Cake4Kids
- So proud of this birthday cake...Even prouder to deliver it to an underserved youth! @Cake4Kids

The name of the child in the photo is fine -- although text in photos is searchable with modern technology, that's why it's so important not to post any other identifying information in your caption!

Reminder! Join your local Cake4Kids Facebook Community Group

- Groups are organized by county
- Membership is private and available to Cake4Kids volunteers only
- To find your local group(s) on Facebook, search for "Cake4Kids Bakers" + your county, chapter name, or state. For example:
 - Cake4Kids Bakers + Alameda
 - Cake4Kids Bakers + Connecticut
 - Cake4Kids Bakers + Northern Virginia

Volunteer FAQ

Do I need to have a certified, inspected kitchen?

No, all you need to do is follow Cake4Kids baking guidelines, keep your work surfaces clean, and wash your hands. Bake the way you would bake for your own family.

What size cake should I bake?

One standard 8" or 9" round 2-layer cake or one 9x13" rectangular cake or other shaped cake. Larger cakes are not necessary unless directed in the cake details provided to you when you sign up. Cupcakes, brownies, and cookies should be in quantities of 24, unless otherwise specified on the request.



What cakes can I not make?

Due to food safety and storage constraints, Cake4Kids bakers **cannot** provide baked goods that require refrigeration, including cream cheese frosting, whipped cream, curds, puddings, custards, ice cream cakes, cheesecakes, tres leches cakes. The agencies are aware that we do not deliver these cakes.

Do we receive requests for children with allergies?

Yes! If you have experience baking for particular allergies, such as gluten-free, lactose-free, nut/coconut-free, egg-free, or vegan, please add them to your list of “Specialty Baking Skills” on the *Baker Profile* tab in the Baker Portal. We may reach out for your help to bake allergy requests if there is an emergency!

What’s the difference between “Nut/Coconut-Free” and “Does Not Contain Nuts/Coconut”?

“Nut/Coconut-Free” baking requires that all ingredients have not been processed in a facility that also processes nuts and that you take the appropriate steps to prevent cross-contamination from any nut or coconut products in your kitchen – please see the *Allergy Baking Guidelines* in this handout for more details. “Does Not Contain Nuts/Coconuts” simply means nuts/coconut should not be added to the batter, frosting, or decorations

What if I can’t make the exact cake the youth requested?

Please bake something close to their request. We never want to disappoint a child! If the youth requested chocolate fudge cake and you have a great chocolate cake recipe, go ahead and bake it. If the youth requested strawberry filling but you don’t have a recipe for it, put a layer of fresh strawberries with frosting or put strawberry jam between the cake layers.

What type of decorations should I make?

The child or their family typically requests specific decorations – this will be outlined in the “Theme / Colors” information on the request. If the request says “Baker’s choice of festive decorations,” please decorate with a happy and colorful theme appropriate for the youth’s age, gender, and occasion.

Remember to create a barrier layer if using any plastic decorations that are not food-safe plastic to ensure it does not touch the frosting. Barrier layers can be made from: fondant, edible paper such as sugar paper or rice paper, candy melts, toothpicks, skewers, treat sticks, or straws. Do NOT use parchment paper, wax paper, or plastic wrap as a barrier layer due to the risk that youth may not see those and accidentally ingest them. The only exception is **for doll cakes ONLY**, you may wrap the doll with plastic wrap to prevent it from touching the cake or frosting.



What type of frosting should I make?

Cake4Kids recommends buttercream, fondant, or royal icing, as they work best for holding color, covering a cake well, and creating shapes and designs. Do not use cream cheese frosting or whipped cream as these require refrigeration and we cannot guarantee refrigeration after delivery. **Do not use gel icing** as it can bleed and smudge the frosting and ruin all your hard work.



Do I have to decorate with fondant?

Not at all! You are welcome to use buttercream, royal icing, or store-bought frosting to cover your cake. We have many talented volunteers with many different baking and decorating skill levels.

What do I do if my cake or decorations are not working out?

The Cake4Kids team is here to help you! Email or call us at cakedetail@cake4kids.org or (408) 752-2538. We are here Monday-Friday, 9 am-5 pm to assist. If it's not an emergency, leave us a message and we will get back to you the next business day.

If your question is urgent, your best bet is to reach out to your fellow bakers on Facebook for help!

We recommend that you bake the cake 2 days in advance, or at the very least 24 hours in advance, allowing you time to rectify any problems that come up. Homemade is great, but you can always purchase pre-made buttercream frosting to complete a cake delivery on time. Ensure that the celebratory message and the child's name are clearly legible on the cake.

How do I transport and deliver my cake?

All cakes, cookies, bars, and brownies must be packaged and delivered on a cake board, in a cake box. Cupcakes should be packaged using cupcake inserts inside a cake box, or in bakery-style plastic clamshell containers. Cake boards, boxes, and cupcake inserts can be purchased from local baking supply stores, restaurant supply stores, and most craft stores, or online. Remember to adhere a Cake4Kids cake box sticker or printed-out Cake4Kids logo to the cake box and print out the "Delivery Instructions" email to include with your delivery!



Do I need to label the cake box?

Please adhere the Cake4Kids delivery sticker or a printed-out Cake4Kids logo to the cake box and include a printout of the "Delivery Instructions" email.

How do I know where to deliver my cake?

You can always view the delivery address for each open cake request on the Baker Portal before signing up for a cake, as well as under *My Cakes* after you have signed up. We will also send an email with all delivery details and any additional parking instructions provided by the agency seven (7) days prior and 2 days prior to the scheduled delivery date.

What do I do if I need help delivering my cake?

If something comes up after you sign up for a cake and you do not have a method of transportation on the delivery date, please ask a friend, family member, or neighbor if they can help you out. Once you have found someone to help with delivery, please send an email to cakedetail@cake4kids.org with their full name, driver's license number, and auto insurance policy number.





You can also reach out to your fellow Cake4Kids volunteers on the Facebook community group for your region, to see if a fellow baker can help you deliver. Please send an email to the Cake4Kids team to let them know if a fellow volunteer will be delivering for you.

Can I give the child a gift with the cake?

Although this is a kind gesture, we ask that you do not deliver gifts with the cake, as we cannot guarantee the other children receiving agency services will receive gifts on their special day. It's important to us that every child who receives a cake from Cake4Kids has the same experience, so please only deliver your wonderful baked goods.

Can I provide birthday candles with my cake?

Yes, but it is not required. Please do not provide a number candle as we do not put the child's age on the cake.

Where do I get the Cake4Kids delivery sticker?

In person: Cake4Kids delivery stickers can be picked up in-person at partner agencies and local baking supply stores in some regions. Please visit the *Sticker Pickup Locations* page on the Baker Resource Center or *Sticker Requests* tab on the Baker Portal to see if there is a pickup location available near you.

By mail: If you do not have sticker pickup locations in your area, you may request stickers be mailed to your home by going to the *Sticker Request* page on the Baker Portal. Stickers are mailed out once a week, so be sure to give yourself plenty of time before delivery to receive them.

Print your own: You can download and print a copy of the Cake4Kids logo from the *Document Library* on the Baker Resource Center or from the confirmation email that Cake4Kids sends to you 7 days before your delivery date ("Ready to Bake? Please Confirm").

Where do I send my cake photo?

On the day of delivery, we will send you an email asking for confirmation of delivery and a photo of the cake. Please **reply all** to that email and attach at least 1 photo of your cake along with a story about the cake, your experience, and any other details you'd like to share.

How do I meet some of the other volunteers?

Cake4Kids organizes events throughout the year. Please check the Events page on www.cake4kids.org or watch for email notices letting you know about upcoming fun activities where you can meet other volunteers, as well as the Cake4Kids team.

I have a friend who wants to bake for Cake4Kids.

Please have anyone interested in helping Cake4Kids send an email to volcor@cake4kids.org or fill out the Volunteer Signup Form on our website.

I would like to donate to Cake4Kids.

Cake4Kids gladly accepts cash donations to support our operational costs. Donations can be made on our website at www.cake4kids.org. You can also designate Cake4Kids as your charity of choice with AmazonSmile at smile.amazon.com and in the Amazon App! Cake4Kids will receive 0.5% of the purchase price on eligible purchases. When shopping from your computer, be sure to start at smile.amazon.com (not just amazon.com).



Baking Tips & Tricks

Baking pans

- Prepare your baking pan properly and it'll be a breeze to get the cake out after baking!
 - One popular and proven method to prepare a cake pan is:
 1. Cut a piece of parchment paper to the size of the bottom of your cake pan
 2. Spray non-stick cooking spray or spread butter on the bottom and sides of pan
 3. Place the cut-out parchment paper into the bottom of the pan
 4. Spray again with non-stick cooking spray
 5. Sprinkle the pan and parchment paper with a few tablespoons of flour, shaking and tilting the pan to make sure every part of the pan is dusted with flour. Pour out the excess flour
- *Pro-tip:** Watch the video demonstration of this process from America's Test Kitchen, linked on the [Recipes and Tips page of the Baker Resource Center](#)
- For square or rectangular pans, use two criss-crossing lengths of parchment paper, enough to cover the bottom and sides, with extra hanging over the sides. The extra overhanging paper gives you something to grab and easily lift out the finished goodies! Pour in batter and bake as usual. Do NOT use wax paper!



Oven tips

- Don't crowd the oven. Pans should never touch each other or the sides of the oven. Try to avoid baking more than one pan at a time.
- Halfway through the baking time, rotate the pan. If you are baking more than one pan at a time, switch their positions (left-right or top-bottom).
- Always let pans cool down completely between batches.
- Test for doneness in cakes, quick breads, and bar cookies by inserting a toothpick in the center. The toothpick should come out clean and dry, with no or very few crumbs

Freezing cakes

Both frosted and unfrosted cakes can be frozen, if needed.

Frosted cakes:

TO FREEZE: Allow frosting to harden by placing frosted cake in refrigerator or freezer for a short time before wrapping in airtight, moisture-proof wrap. Place layer cakes in a cake container or cake box to prevent crushing. (Buttercream frosting freezes best)

TO STORE: Up to 1-3 months

TO THAW: Thaw loosely covered overnight in refrigerator or uncovered at room temperature

Unfrosted cakes:

TO FREEZE: Cool completely. Wrap unfrosted cake in airtight, moisture-proof wrap.

TO STORE: Up to 4-6 months

TO THAW: Thaw at room temperature, covered for 2-3 hours. Frost or serve according to recipe.



Measurements and Conversions

Use the right tools!

- Baking is all about precise ratios of ingredients!
- Liquid and dry ingredients require different measuring spoons and cups
- Use a kitchen scale, if you have one, to weigh ingredients for best results
- If you don't have a kitchen scale, use standard liquid and dry measuring spoons and cups, as well as correct pan sizes according to the recipe. Don't guess or eyeball it!



***Pro-tip:** King Arthur Flour has an extensive volume-to-weight conversion chart for tons of ingredients. You can find it here: <https://www.kingarthurbaking.com/learn/ingredient-weight-chart>

Liquid Ingredients

If you have a kitchen scale, use it! If you don't have a kitchen scale, here is how to measure out liquids:

- **Large quantities:** Use a clear glass or a plastic liquid measuring cup to measure ingredients such as water, milk, vegetable oil, honey, or syrups. Place the cup on the counter and bend down to check the measurement at eye level, ensuring that the bottom of the meniscus is at the line marked on the cup. Use a rubber spatula to scrape out all the liquid.
***Pro-tip:** Adjustable measuring cups are a great tool for measuring and dispensing sticky ingredients. If you don't have an adjustable measuring cup, you can grease or spray the cup or spoon first
- **Small quantities:** Use measuring spoons, not eating utensils. Pour liquid until it reaches the top edge of the spoon. Measure over a separate cup or bowl so any extra does not fall into the mix

Dry Ingredients

If you have a kitchen scale, use it! The only exception is if your kitchen scale only measures in whole numbers -- teaspoons may be too small to be measured accurately on your scale, so it's best to use measuring spoons for those.

Here is how to measure dry ingredients if you don't have a kitchen scale:

- **Large quantities:** American recipes use standard dry measuring cups for dry ingredients such as flour, sugar (granulated, brown, and powdered), chocolate chips, and cocoa. Dip the measuring cup into the container containing your ingredient until overflowing, and then use a straight edge spatula or knife to level it off
 - Flour: stir or sift flour to loosen before measuring
 - Brown sugar: Measure brown sugar by packing it firmly into the dry measuring cup and leveling off. It should hold its shape when turned out of the cup
- **Small quantities:** Use measuring spoons, not eating utensils, to measure ingredients requiring small amounts, such as salt, baking soda, and baking powder. Dip the measuring cup into the container containing your ingredient until overflowing, and then use a straight edge spatula or knife to level it off. If you can't fit the spoon into your ingredient (for example, salt), pour ingredient until it reaches the top edge of the spoon and be sure to level off any extra
***Pro-tip:** Measure over a separate cup or bowl so any extra does not fall into the mix



Measurement Conversion Charts

US Dry Volume Measurements	
MEASURE	EQUIVALENT
1/16 teaspoon	dash
1/8 teaspoon	a pinch
3 teaspoons	1 Tablespoon
1/8 cup	2 Tablespoons (= 1 standard coffee scoop)
1/4 cup	4 Tablespoons
1/3 cup	5 Tablespoons plus 1 teaspoon
1/2 cup	8 Tablespoons
3/4 cup	12 Tablespoons
1 cup	16 Tablespoons
1 pound	16 ounces

US Liquid Volume Measurements	
8 fluid oz	1 cup
1 pint	2 cups (= 16 fluid oz)
1 quart	2 pints (= 4 cups)
1 gallon	4 quarts (= 16 cups)

US to Metric Conversions	
1/2 teaspoon	0.5 ml
1 teaspoon	5 ml
1 Tablespoon	15 ml
1 fluid oz	30 ml
1/4 cup	59 ml
1 cup	240 ml
2 cups (1 pint)	470 ml
4 cups (1 quart)	0.95 liter
4 quarts (1 gal)	3.8 liters
1 oz	28 grams
1 pound	454 grams

Metric to US Conversions	
1 milliliter	1/5 teaspoon
5 ml	1 teaspoon
15 ml	1 tablespoon
30 ml	1 fluid oz
50 ml	1.7 fluid oz



100 ml	3.4 fluid oz
240 ml	1 cup
1 liter	34 fluid oz
1 liter	4.2 cups
1 liter	2.1 pints
1 liter	1.06 quarts
1 liter	0.26 gal
1 gram	0.035 oz
100 grams	3.5 oz
500 grams	1.10 pounds
1 kilogram	2.205 pounds
1 kilogram	35 oz

Pan Size Equivalents	
9" x 13" baking dish	22 cm x 33 cm baking dish
8" x 8" baking dish	20 cm x 20 cm baking dish
9" x 5" loaf pan	23 cm x 12 cm loaf pan (= 8 cups or 2 liters capacity)
10" tart or cake pan	25 cm tart or cake pan
9" cake pan	22 cm cake pan

Oven Temperature Conversions

Fahrenheit	Celsius	Gas Mark
275° F	140° C	gas mark 1–cool
300° F	150° C	gas mark 2
325° F	165° C	gas mark 3–very moderate
350° F	180° C	gas mark 4–moderate
375° F	190° C	gas mark 5
400° F	200° C	gas mark 6–moderately hot
425° F	220° C	gas mark 7–hot
450° F	230° C	gas mark 9
475° F	240° C	gas mark 10–very hot

Substitutions for Common Baking Ingredients

Measure	Equivalents		
Butter			
1 Tablespoon	14 grams		
1 stick	4 oz = 113 grams	8 tablespoons	½ cup
4 sticks	16 oz = 452 grams	32 tablespoons	2 cups



Lemon			
1 lemon	1 to 3 tablespoons juice	1–1½ teaspoons grated zest	
4 large lemons	1 cup juice	¼ cup grated zest	
Chocolate			
1 ounce	¼ cup grated	40 grams	
6 ounces chips	1 cup chips	160 grams	
cocoa powder	1 cup	115 grams	
Creams			
Half and half	½ milk + ½ cream	10.5%–18% butterfat	
Light cream		18% butterfat	
Light whipping cream		26–30% butterfat	
Heavy cream	whipping cream	36% or more butterfat	
Double cream	extra-thick double cream, clotted, or Devonshire	42% butterfat	

We hope you have fun! Happy Baking!