



REQUEST FOR BAKE SALE

This form must be submitted to The Office of Campus Life at least two weeks prior to the event.

Student organization: _____

Date(s) of event: _____ Time: _____

Campus location(s) of service or sale: _____

Item(s) to be sold (be specific): _____

Location(s) where food will be prepared: _____

STUDENT ORGANIZATION'S ADVISOR

Name: _____ Title: _____

Phone Number: _____

Email: _____

Rules Governing Bake Sales

(See Bake Sale Policy & Procedures for additional guidelines/instructions)

1. All products must be baked by students or other members of the group, and sold by student members. No commercially-produced products are permitted, except for donuts.
2. No food which requires refrigeration can be sold. This includes: cream-filled pastries, eclairs, cream pies, etc. Foods that must be kept warm are also prohibited.
3. Beverages are permitted only if they are served from their original, unopened containers. No beverages may be sold that compete with campus vending. All *open* beverages (punch, 2 liter bottles, etc.) are prohibited. You may provide heated water provided you make arrangements with the Office of Student Activities prior to event's date.
4. All bake sale items shall be individually wrapped at the original point of preparation. If serving donuts, napkins or other appropriate materials must be provided to pick up the individual donuts, or they should be individually bagged prior to sale.
5. Bake sale items shall be transported in a covered, dust-proof container.
6. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product.
7. Apply good sanitation practices in the storage, preparation, display.
8. All prepared products must have the names of items, bakers, and the ingredients clearly listed/visible to customers/purchasers. A sign or placard stating "Homemade/Not Inspected" must be posted at each sale location.
9. Students will not have access to any equipment to heat or cook food on campus.

AGREEMENT: For the privilege of selling foods on campus, the student organization agrees to comply with the rules governing bake sales. Failure to comply with the rules may result in loss of bake sale privileges and/or disciplinary action.

Signature of Student Organization President

Date

Signature of Student Organization Advisor

Date

Revised: May, 2007

For Office Use Only	
Date Request Received:	_____
Approved by:	_____
	Campus Life Office
Date Approved:	_____
Date Denied:	_____