



# Bake Sale Policy

## Introduction

This policy applies to all registered student organizations and athletic clubs interested in utilizing a bake sale to generate funds for their student organization or team. It has been developed to ensure compliance with health regulations related to preparation, storage and serving of food items, and to minimize potential liability. This policy is subject to review and modifications as necessary.

## Rules Governing Bake Sales

For the protection of the student organization/team and for those purchasing baked goods, the following precautions must be taken.

1. All products must be baked and sold by students or other members of the group. 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 (hot cocoa, etc.) Anything available in the vending machines may not be sold during bake sales. All *open* beverages (punch, 2 liter bottles, etc.) are prohibited. You can provide heated water provided you make arrangements with the Office of Campus Life 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 products must be labeled to include what the item is, who made it, and the ingredients. 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.

The advisor/coach is responsible for ensuring that their organization/team adheres to the rules governing bake sales.

## POLICY STATEMENT

Organizations interested in having a bake sale for the purpose of raising money may be allowed to sell food pending completion and approval of the **Request for Bake Sale** form. Such activity may not take place without the approval of the Office of Campus Life.

In order to ensure the same opportunity be given to all interested groups, organizations or teams wishing to have regularly scheduled bake sales may do so no more than two (2) times per quarter. Depending upon the number of organizations, the Coordinator of Campus Life has the authority to further limit the number of, or allow additional, bake sales by an individual student group.

No more than one (1) student organization or team may hold a bake sale per day, except under unusual circumstances. However, the student organization or team may set up at multiple locations, with approval. Mobile bake sales are prohibited.

***A bake sale may not be held, without prior approval from the food service contractor, on the first floor of Eisenhower in and around the Café or on the first floor of Ovalwood in and around the Cyber Café.***

## **PROCEDURES**

1. The rules and the appropriate forms will be obtained at The Office of Campus Life in Eisenhower Student Union or on the Campus Life web site on the "Student Organization" page.
2. Food sales or service is limited to two (2) consecutive days. Unusual circumstances will be considered on an individual basis. Dates and times for your event can be reserved in The Office of Campus Life.
3. The appropriate form will be completed and signed by the advisor/coach prior to submission to the Office of Campus Life according to the time frames stated on the form.
4. All space and set-up requests need to be made per current policy after the Office of Campus Life approval is secured. This will be the final step in the approval process.
5. The advisor/coach will be responsible for the organization's adherence to the rules in this policy.
6. The general vicinity around the bake sale must be kept clean at all times. Cleanup of all baked goods and related items is the responsibility of the sponsoring organization. Failure to do so will result in appropriate clean-up charges.
7. Any damages related to the function are the responsibility of the sponsoring student organization or team.
8. Off-campus organizations are prohibited from hosting bake sales on campus.

Approved by Shared Services on November 6, 2006