

CAMPUS BAKE SALE RULES & GUIDELINES

Instructions

In preparation for your bake sale, please read the campus bake sale guidelines listed below. These practices will help to prevent food contamination and foodborne illness.

Preparing for the Bake Sale

Bake Sale Prerequisite

- Please review the [Safe Food Handling Practices Document](#) on the Office of Environment, Health & Safety (EH&S) website to prevent food contamination and foodborne illness.

Bake Sale Organizers

- Organizers must maintain a list of individuals providing food items for sale.
 - This list should include each contributor's name, address, and item for sale.
 - Save this list with dates in case EH&S requests a copy.

Selling Items

Items Permitted for Sale

- You may sell store-bought items that do not require heating or refrigeration.
 - These items must be prepackaged as individual servings, including: candy, cake, cookies, muffins, brownies, etc.
- You may also sell approved bake sale items that are prepared, assembled, portioned, and packaged in private homes, provided that sound sanitation practices are followed throughout the process.
 - These items must be safe to store at room temperature.

Items Not Permitted for Sale

- Store-bought items that require heating or refrigeration shall not be sold.
- Baked items that require refrigeration (41 °F or colder) or hot holding (135 °F or hotter) cannot be sold.
 - This can include: baked goods with meat, vegetables, cream, or custard toppings or fillings.

Food Safety

Hygiene and Sanitation

- Follow sound sanitation practices when preparing, storing, transporting, displaying, and selling bake sale items.
- Those preparing food must have their hands and arms free of wounds, cuts, and sores.
- Those contributing to or participating in the bake sale must wash their hands before working and after each break, especially after smoking and using the restroom.

Food Ingredients

- Each food item must be properly labeled, or ingredient information should be available upon request.
 - Displaying a sign indicating, “Ingredient Information Available Upon Request,” and maintaining copies of recipes is sufficient.
- All food ingredients must be pure, wholesome, free from contamination, and be obtained from approved sources (e.g., grocery stores).

Preventing Contamination

- All food items and the plates/containers they are served on must be completely wrapped (saran wrap can be used) as individual servings.
- Donuts and other baked food items can be stored in their original food-safe packaging.
 - When serving, wear gloves, then wrap the item in food-grade tissue paper. Finally, use clean and sanitized serving utensils. When you are finished, store utensils in a clean and sanitized container.
- Eating utensils must be single-use and disposable. The utensils must be individually wrapped or displayed with their handles up to prevent contamination.

Contact Us

If you have any questions or concerns regarding these guidelines, please contact [the Office of Environment, Health & Safety](#).