

# Bake Sale Guidelines

Registered student organizations holding bake sales at Valdosta State University are required to obtain prior approval through the Application to Raise Funds via Campus Connect. Provided the following food items are prepackaged as individual servings, they may be sold as campus bake sale items: candy, cake, pies, cookies, and breads. Baked items with cream and custard toppings or fillings that require special handling such as refrigeration may not be sold. Please adhere to the following guidelines during preparation and selling of all baked sale items.

At this time, approved bake sale items may be prepared, assembled, portioned and packaged in private homes provided good sanitation practices are followed throughout the process. It should be noted that Student Life may perform periodic inspection of campus bake sales. In the event compliance with the following guidelines is not met, organizers may be required to discontinue sales until they make the necessary corrections.

1. Sound sanitation practices, such as using clean hands, equipment and preparation surfaces, must be followed when preparing, packaging, storing, transporting, displaying and selling baked sale items.
2. All food ingredients must be pure, wholesome and free from contamination.
3. Persons preparing, packaging, transporting, displaying or selling bake sale items must be free from communicable diseases such as the flu, common cold, etc. Their hands and arms must be free of open wounds, cuts and sores.
4. All food items and plates or containers they are served on must be completely wrapped as individual servings. Clear plastic food wrap is a suitable and readily available covering.
5. Eating utensils must be single use and disposable. The utensils must be displayed in a manner that protects them from dirt, hand, and/or droplet contamination.
6. Persons contributing to, or participating in, bake sales must wash their hands before working and after each break including smoking and rest room breaks.
7. Organizers must maintain a list of all persons contributing food items for sale. The list should include each contributor's name, address, and telephone number and identify the item they contributed.
8. Ingredient information should be available upon request or each item should be properly labeled. Displaying a sign indicating "ingredient information available upon request" and maintaining on site photocopies of recipes of foods offered for sale is sufficient.