

Bake Sale Guideline

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EMUDPS-EHS-P010

Revision: 4

I. PURPOSE

This guideline is designed to provide safe food handling requirements to groups holding food and/or bake sales.

II. SCOPE AND APPLICATION

This guideline applies to all Eastern Michigan University departments, colleges, divisions, student organizations and groups using EMU facilities.

III. RESPONSIBILITIES**A. Campus Life**

1. Monitor the number of bake sales held each semester for student organizations. A limit of three sales per organization is allowed each semester.
2. Approve student organization requests for bake sales. Approvals will only be made if the student organization is in good standing with Campus Life and there are spaces available on the requested date. A maximum of two sales will be allowed per day. Bake sales will not be approved during the final exam period.
3. Provide portable tables for student organizations to use for bake sales.

B. Building Administrators

1. Provide bake sale location request approvals for groups and student organizations.
2. Assist EHS with compliance of this guideline during bake sales.

C. Departments, Colleges, Divisions, Student Organizations and Groups

1. Sale holders shall follow all of the requirements of this guideline.
2. Student organizations will obtain approval from Campus Life prior to advertising and/or having a bake sale.
3. All other groups will work with the Building Administrator(s) and EHS for food sale approvals.

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D. Environmental Health and Safety (EHS)

1. Reviews all bake sale requests for the type foods to be served and provides approval in a timely manner when requirements have been met.
2. Conducts random inspections of the approved bake sale sites.
3. Shuts down any unauthorized bake sale and/or any sale not meeting the requirements of this guideline.

IV. PROCEDURE

A. Request

1. Upon determination that a bake sale is to be held, a [Bake Sale Request Form](#), (emudps-ehs-f027) is to be completed. Forms must be submitted at least one week prior to the event for processing by Campus Life, Building Administrators and EHS.
2. Campus Life approves or denies student organization requests. If approved for a bake sale, Campus Life then sends the form to the Building Administrator (BA) for the location requested. Other groups requesting bake sales shall work directly with the BA.
 - a. If the date requested is available, the BA will reserve the space for the sale.
 - b. If the date is not available, an alternate date will be provided for the sale. Once a date is determined for the sale, the BA will approve the request.
 - c. The BA then sends the form to EHS for review of the foods and final approval
 - d. EHS will approve or deny the request and send a copy of the approved form to the requestor, Organization Advisor, BA and Campus Life.
3. Once the approval has been received, bake sale arrangements and advertising can commence. A copy of the bake sale approval shall be available at the sale site.

B. Cancellations

The hosting group will have up to 48 hours prior to the event to cancel without penalty. If a group fails to cancel within the allowed time, the hosting group will be subject to penalties 7d and/or 7e outlined in Section C.7.

C. Bake Sale

1. The following food handling rules shall be followed:
 - a. No homemade foods can be served.
 - b. Only food from a licensed food establishment or commercially made food can be served.
 - c. Food must either be covered (e.g. box of donuts or cookies) or individually wrapped when on display. The group selling the food is NOT to individually wrap

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- foods themselves. The food must be prepackaged by the manufacturer. No direct handling of food to be eaten is allowed.
- d. Foods that are required to be kept heated or refrigerated (pizza, yogurt) cannot be served.
 - e. Potentially hazardous foods cannot be served e.g. cream pies, meringue pies, etc.
 - f. Personnel serving food must wash hands frequently and cannot handle food with their bare hands, especially if handling money.
 - g. When handling food use at least one or more of the following:
 - i. Serving papers
 - ii. Spatulas
 - iii. Tongs
 - iv. Gloves
 - h. All food items, supplies and utensils must be at least six (6) inches off the ground.
 - i. Paper towels must be readily available to clean up spills.
 - j. A trash container must be available.
 - k. Prepackaged beverages can be served.
 - l. Coffee, tea, hot chocolate and water can be served, but **cannot** be prepared using water from the following locations:
 - i. Restrooms
 - ii. Custodial closets
 - iii. Outdoor water spigots
 - m. Hot chocolate must be prepared using water not milk.
 - n. Creamers and sweeteners should be individually wrapped.
2. A copy of the approved Bake Sale Request Form must be available at the site.
 3. Food sale requests for outdoor locations will not be approved.
 4. The group having the bake sale will comply with and adhere to all rules and regulations of the facility in which the bake sale is taking place, including but not limited to:
 - a. The group will not move/remove any building furniture without first obtaining the explicit consent of the BA.
 - b. All materials affiliated with the bake sale (e.g. tables, chairs, signage, food, etc.) will remain in the designated approved bake sale areas for the duration of the event.
 - c. The bake sale location will be left clean and orderly at the end of the sale.
 5. The group having the bake sale will conduct themselves in a manner that is conducive to good order and not impede normal activities and traffic patterns within the facility.
 6. EHS will conduct periodic inspections to ensure the bake sale guideline requirements are being complied with and document the findings.

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7. If EHS, the BA or Campus Life identifies that the requirements of this guideline are not being followed, or if the hosting group fails to cancel the event within the allowed time, any or all of the following actions will result and the Group Advisor notified:
- a. The sale will cease until the issue is rectified.
 - b. The sale will continue but the violating function will cease until rectified.
 - c. The sale will cease immediately
 - d. A warning will be given.
 - e. Bake sale requests for this group will be denied for a period not the exceed 1 year.

V. APPENDICIES

- A. [Bake Sale Request Form](#) (emudps-ehs-f027)

VI. HISTORY

Revision	Change(s)
0	Initial release
1	Addition of Campus Life coordination, foods needing to be kept heated or refrigerated or hazardous foods added.
2	Updates to procedures and sanctions added. Revised sale request form incorporated.
3	Change processing procedure to Campus Life, Building Administrators and then EHS.
4	Update of procedure to match version 7 of the bake sale request form, added building administrator’s responsibilities and deleted approvals.