

University of Wisconsin-Green Bay Food Event Policy and Procedures

Bake or Food Sales - Officially recognized student organizations are authorized to hold Bake or Food Sales of *Non-Potentially Hazardous Foods* **on the UW-Green Bay campus in approved locations after reserving space with University Reservations (UTIC) and provided that they are in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), Student Engagement Center policies for student organization sales, and any other applicable campus policies and procedures.

A “Non-Standard Food Event Authorization” form is not required for these events unless Potentially Hazardous Foods are to be sold or given away (e.g. – Art Agency’s Chili/Bowl Sale), then a “Non-Standard Food Event Authorization” **is required** with advance approval by the Campus Contract Administrator. Special handling will be required if approved. The form can be found [here](#).

** Note – Appendix A of this document provides a summary of food safety practice guidelines for student organizations sponsoring bake or non-potentially hazardous food sales. Copies of the guidelines are also available from University Reservations, Student Engagement Center, Campus Contract Administrator, and Risk Mgmt.

Appendix A – Food Event Policy

General Food Safety Guidelines for Bake Sales and Non-Potentially Hazardous Food Sales

1. Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, serving, transporting, displaying, and selling bake sale items.
2. Those (food handlers) preparing, packaging, transporting, displaying, or selling bake sale items must be free of communicable diseases such as colds, the flu, and hepatitis. Their hands and arms must be free of wounds, cuts, and sores.
3. Those (food handlers) contributing to or participating in the event must wash their hands with soap before working and after each break (rest room, smoking, etc.).
4. The food handlers should not handle the money exchange; a separate organization member should serve that role.
5. Organizers should maintain a list of everyone contributing food items to the sale or event. The list should include each contributor’s name and contact information.
6. A disclaimer should be displayed indicating “Ingredients information is not available so if you have a food allergy, please make a safe purchase decision.”
7. All food ingredients used must be pure, wholesome, free from contamination, and be obtained from a licensed and approved food source (grocery store, etc.)
8. All food items and plates or containers they are transported in, served on, and displayed in should be completely wrapped (plastic wrap, tin foil, container lid, etc.) It is encouraged that serving/selling portions are individually wrapped.
9. Any eating utensils provided should be single use and disposable, and wrapped to prevent contamination.

University of Wisconsin-Green Bay Food Event Policy and Procedures: Approved by Cabinet: 4/19/05

For the full University Food Event Policy and Procedures visit:

<https://www.uwgb.edu/UWGBCMS/media/business-finance/files/pdf/foodevent.pdf>.

See also – “Conducting Safe and Successful Bake Sales” from [Cooking for Crowds: A Volunteer’s Guide to Safe Food Handling](#), published by the College of Agricultural Sciences at Penn State University.

Checklist for Bake Sales:

- 1) Remember to follow the Food Safety Information (see above).
 - a) Wash hands!
 - b) Don’t touch the money with hands that touch the food.
 - c) Make sure to post an Ingredients List, so that buyers with allergies can make informed purchases.
- 2) Do you need a Change Fund? See the Union’s Web Site: <http://www.uwgb.edu/union/forms/>. Go to the bottom of this screen under “Other Forms” to find on-line and printable versions of this form.
- 3) Want to use the Pass Points Machine? Ask for that when you make your booth space reservation.
- 4) Deposit your money to your UWGB Agency account promptly (end of the business day, or the next business day if your event takes place on a weekend). You make your deposit by taking the money to the UTIC.
- 5) You should arrange for access to the Union safe if you cannot get your money to the UTIC by the close of the business day... ask the student organizations Program Coordinator in the Student Engagement Center for details.

Reviewed March 2022

CONDUCTING SAFE AND SUCCESSFUL BAKE SALES

Bake sales are a great fund-raising activity. If your organization plans to conduct a bake sale, be aware that food safety issues are associated specifically with this type of fund-raiser.

Acceptable Items for Sale

Traditionally, baked goods intended for a bake sale are prepared in home kitchens and then transported to the bake sale site. To reduce the risk of foodborne illness, items should be prepared at a central kitchen rather than in individual homes. Consider the following strategies to increase the safety of the event:

- Acceptable food items for a bake sale include:
 - Fruit pies
 - Cakes and cookies
 - Muffins
 - Candy
 - Bread
- Unacceptable food items for a bake sale include:
 - Custards and custard pies
 - Jar or canned bread
 - Flavored oils
 - Pumpkin pie
 - Cheesecake
 - Meringue pies
 - Real cream pies
 - Home-canned goods
 - Homemade ice cream
 - Cream-filled cupcakes or doughnuts
 - Cream cheese frostings and fillings

Allergens

Approximately 2 percent of the population has a food allergy. People with food allergies may be allergic to milk and dairy products, egg and egg products, fish, shellfish, wheat, soy and soy products, and peanuts and other nuts. If persons with a food allergy eat a food they are allergic to, they may suffer symptoms ranging from shortness of breath to death. In order to alert customers to potential problems, develop a written ingredient list for all baked goods. Have the list available at the bake sale.



Service Style

In order to prevent cross-contamination, all items should be wrapped and handled only by the volunteers.

Sanitation

In order to reduce the risk of contamination, consider these sanitation strategies:

- Regularly clean and sanitize food contact surfaces.
- Provide a trash container for the disposal of spoons, toothpicks, napkins, and so forth.

Use the Bake Sale Checklists and the “Guidelines for Keeping Our Bake Sale Safe” to ensure that your organization reduces the food safety risks associated with bake sales.

From: <http://extension.psu.edu/food-safety/cooking-for-crowds/the-manual/CookngForCrowds.pdf/view>