



Request for Bake Sale

Today's Date: _____

Organization: _____

Event: _____

Event Date/Time: _____ Circle one: OSU-M NC State

Name: _____ Phone Extension: _____

Email: _____

RULES GOVERNING BAKE SALES

(SEE BAKE SALE POLICY & PROCEDURES FOR ADDITIONAL GUIDELINES/INSTRUCTIONS)

1. All products must be baked by students or other members of the group, and sold by student members. 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. No beverages may be sold that compete with campus vending. All *open* beverages (punch, 2 liter bottles, etc.) are prohibited. You may provide heated water provided you make arrangements with the Office of Student Activities 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.

AGREEMENT: For the privilege of selling foods on campus, the student organization agrees to comply with the rules governing bake sales. Failure to comply with the rules may result in loss of bake sale privileges and/or disciplinary action.

Signature of Advisor

Date

Signature of President

Date

This request will be reviewed by the Office of Campus Life as soon as possible. Organizations will be notified within one week with a response.

FOR OFFICE USE ONLY

Date Request Rec'd: _____ Approved By: _____

Coordinator of Campus Life

Date Approved: _____ Date Denied: _____ Reason for Denial: _____