

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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NC STATE/OSU-M BAKE SALE POLICY (SHARED SERVICES)

Effective: April 25, 2011

Policy No. 3357:13-18-05

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A. INTRODUCTION:

1. This policy applies only to all registered student organizations and athletic clubs interested in utilizing a bake sale to generate funds for their student organization or team.
2. It has been developed to ensure compliance with health regulations related to preparation, storage and serving of food items, and to minimize potential liability. (see procedures/rules [18-051](#))
3. This policy is subject to review and modifications as necessary.

B. POLICY STATEMENT:

1. Organizations interested in having a bake sale for the purpose of raising money may be allowed to sell food pending completion and approval of the Request for Bake Sale form ([18-051a](#)). Such activity may not take place without the approval of the Office of Student Engagement.
2. In order to ensure the same opportunity be given to all interested groups, organizations or teams wishing to have regularly scheduled bake sales may do so no more than two (2) times per quarter. Depending upon the number of organizations, the Coordinator of Student Engagement has the authority to further limit the number of, or allow additional, bake sales by an individual student group.
3. No more than one (1) student organization or team may hold a bake sale per day, except under unusual circumstances. However, the student organization or team may set up at multiple locations, with approval. Mobile bake sales are prohibited.
4. A bake sale may not be held, without prior approval from the food service contractor, on the first floor of Eisenhower in and around the Café or on the first floor of Ovalwood, including Founders Auditorium, in and around the Cyber Café.

Approved by Shared Services on April 25, 2011