

*Bake Sales on Campus – Nov 9, 2018*

*You will need to request the space a minimum of 3 weeks prior to the event. We will then verify the booking with our food services provider. Once approved from Laurentian, you will need to apply for a [Special Event Food Safety Permit \(SEFSP\)](#) permit through Public Health Sudbury & Districts. There is no cost to apply, however we need a copy of the permit prior to confirming the space.*

## **BAKE SALE ON UNIVERSITY CAMPUS**

### **I. Introduction**

A **bake sale** is a popular way for eligible community members to fundraise, and build or raise community and cultural awareness for their group/clubs. External users are not permitted to hold a bake sale on campus.

Laurentian University complies with laws regarding safe food handling and preparation practices, including but not limited to the Health Protection and Promotion Act and Food Premises Regulation 493/17.

### **II. Definitions**

In these Guidelines, the following terms have the meanings as ascribed below:

“eligible user” has the meaning as defined in the *University Booking Space Procedures*;

“bake sale” is the sale of low-risk and store-bought items as listed in Appendix A.

“Food Services” means Laurentian University’s Food Services Department.

### **III. Procedure**

**1.** An eligible user shall first secure an appropriate location for the bake sale in accordance with the *Temporary Use of University Space Procedures*. A bake sale must be held at least twenty (20) feet away from the entrance of a food establishment.

**2.** After an appropriate space has been secured, an eligible user shall submit an “Application for a Bake Sale on Campus” form to Conference Services for approval at least fourteen (14) days prior to the bake sale or event. The space will be released to the eligible user on presentation of the approved forms.

**3.** An eligible user shall obtain from third-party suppliers a Certificate of Insurance naming Laurentian University as additional insured, as may be required by Laurentian University.

#### **IV. Guidelines**

These Guidelines apply to all members of Laurentian University who wish to hold a bake sale on Laurentian University premises pursuant to the *Temporary Use of University Space Policy and Procedures*.

- 1.** An eligible user may hold a bake sale on Laurentian University premises, whether on its own as an event or in connection with another event, subject to obtaining appropriate space as per the Booking Space *Procedure* and approval of an application by Conference Services.
- 2.** Laurentian University wishes to ensure that only food prepared and served safely is available to community members. Any person organizing or participating in a bake sale shall comply with Public Health Sudbury & Districts and procedures for holding a bake sale, as well as applicable laws, including but not limited to the *Health Protection and Promotion Act - Food Premises Regulation 493/17*.
- 3.** Every eligible user shall:
  - a. appoint a coordinator who will be responsible to maintain a list of all persons who donate food for the bake sale and provide that list with the application for approval, or upon request to a public health inspector.. The list must contain each person's name, address and telephone number in full, and a list of ingredients.
  - b. ensure that their food products have been produced under sanitary conditions and must employ good sanitation practices in the transportation, storage, display and sale of the food;
  - c. post a nut allergy notice, where applicable;
  - d. keep the general surroundings of the bake sale event clean and free from debris. Final clean-up is the responsibility of the organization;
  - e. post the "Bake Sale Notice" form in a conspicuous place indicating whether the premises from where the food originated have been inspected by a public health inspector; and, post Public Health Sudbury & Districts' Special Event Food Service Permit
- 4.** Failure to adhere to these Guidelines may result in loss of privileges for the use of space or other sanctions.

## APPLICATION FOR A BAKE SALE ON CAMPUS

*This form must be completed and submitted to the Conference Services office  
(West Residence W120) at least 14 days prior to the Bake Sale  
Or emailed - conferenceservices@laurentian.ca*

Organization Name & Campus Address: .....  
.....

Date of Bake Sale:..... Time: from.....to..... Location:.....

On-site Contact /Co-ordinator Name (*on day of the event*):

Name : ..... Telephone: .....

By signing below, the organization agrees that it will:

1. maintain a **list (Appendix B)** of all persons who donate food for the bake sale and provide that list upon request to a public health inspector or Laurentian University official. The list must contain each donor's name, address and telephone number in full, and a list of ingredients.
2. post the attached **Notice (Appendix C)** in a visible place indicating whether the premises from where the bake sale food originated have been inspected by a public health inspector; and

The organization further agrees that it will only offer food items from the "Foods Acceptable and Allowed for Campus Bake Sale" list. The sale of any other item not listed and approved in **Appendix B** is not permitted.

The organization's executive officers are personally responsible for all liabilities, claims, losses, damages, costs and expenses, including reasonable legal fees and disbursements, arising from the bake sale.

ACKNOWLEDGED AND AGREED

Signature of requestor with **signing authority**: .....

Printed Name: .....Title.....

Telephone /Email address : .....

Date: .....

**All home-baked foods offered for sale must be low-risk items, which mean foods that do not support bacterial growth or require refrigeration or heating during the time period of the bake sale**

**Acceptable and Non-Acceptable Food Items for a Campus Bake Sales**

<b>Examples of Low-Risk Foods <i>ACCEPTABLE</i> for Home Preparation and <i>Allowed</i> for Campus Bake Sale</b>	<b>Examples of Potentially High Risk Foods <i>NOT ACCEPTABLE</i> and <i>Not Allowed</i> for Campus Bake Sale</b>
Apple sauce (in sealed containers)	Antipasto
Brownies	Cakes/pastries with whipped cream, cheese or synthetic fillings
Butter tarts	Processed beans, including baked, refried and bean salad, creamed corn
Cakes, cupcakes, squares and loaves (with sugar icing only - no dairy or whipped cream)	Beef jerky, cabbage rolls
Dry cereal products and cereal bars	Custards, salads, cream eclairs or pies, cream puffs, cheesecakes
Cinnamon buns (sugar icing only)	Fish and shellfish
Cookies	Garlic spreads, pesto, etc.
Dried fruits, individually packaged	Guacamole
Fudge and toffees	Home canned/process food items
Hard candy	Hummus
Muffins (no dairy fillings)	Icings made with eggs or dairy products
Pastries, with no cream or cheese fillings	Juice (fruit and vegetables)
Pies (fruit filled only; no cream filled or cream based)	Meat products, chicken, sausages, samosas
Popcorn	Milk and dairy products, e.g. yogurt, cheese, cream cheese, cottage cheese
Sweet/salt dough items, e.g. doughnuts, pretzels	Perogies
	Pies (meat filled, pumpkins, sweet potato, custard, lemon meringue pie, quiche
<i>Food items shall be individually wrapped and labelled. Label information shall include an identifiable product name, date of preparation, list of ingredients and the producer's name. Allergy notices (e.g. nuts, soy, sulphites, etc.) must be posted.</i>	Sandwiches (meat, cheese, tuna, etc.)

# NOTICE

The Bake Sale food items were prepared in premises that were:

**NOT** inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90 493/17, Health Protection and Promotion Act.*

Inspected by a Public Health Inspector in accordance with *Food Premises Regulation 493/17, Health Protection and Promotion Act.*

I agree to post this notice in a visible location on the date of the bake sale.

.....  
Signing Authority/Co-ordinator/On-site contact person  
Application

# Bake Sale Donation List

All persons who donate food for the bake sale must be listed below. This list must be provided to a public health inspector or Public Health Sudbury & Districts official upon request. Ingredient lists may be provided on a separate sheet of paper and attached to this list.

Name and contact information <i>(please print)</i>	Item Donated	Ingredients
If applicable, list all the food items and name of vendor(s) that you will be purchasing food from.		