**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, Sales are considered a fundraiser and need to be pre-approved by filling out the Event Registration Form within Phoenix Connect found at [www.uwgb.presence.io](http://www.uwgb.presence.io)

**A “Non-Standard *Food Event Authorization” form* is not required for these events unless** *Potentially Hazardous Foods* are to be sold or given away (meat, dairy, or hot product) then a “Non-Standard *Food Event Authorization”* **is required** with advance approval by the Campus Contract Administrator. Special handling will be required if approved.

\*\* 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.

Checklist for Bake Sales:

1. Remember to follow the Food Safety Information (see above).
2. Wash hands!
3. Don’t touch the money with hands that touch the food.
4. Make sure to post an Ingredients List, so that buyers with allergies can make informed purchases.
5. Do you need a Change Fund or use of the register? See the University Union and add to your reservation.
6. Want to use the Pass Points Machine? Ask for the register when you make your booth space reservation.
7. Deposit the money into your UWGB Agency account within 48 hours by making a deposit at the University Ticketing and Information Center (UTIC).
8. You can make arrangements with the Union to hold the money in the safe if you cannot get your money to UTIC by the close of the business day.

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