

Student Organization Bake Sales Guidelines

A bake sale is when student organizations may prepare and sell food as a fundraiser for their organization. Preparation of food is the responsibility of the organization and the amount of food prepared is limited to what can reasonably be sold during the course of your bake sale. The food to be sold may be prepared in an individual's kitchen.

Drexel University and the Office of Campus Activities do not inspect or issue permits for bake sale items. However, we are interested in the prevention of food borne illness. It is your responsibility to read, understand, and follow the following brief guidelines. By abiding by these guidelines, you can minimize the risk of illness being transmitted through food.

Bake sale guidelines:

1. Only those food items that can be safely maintained at room temperature may be sold during a bake sale.
2. No illegal substances may be added to any item that is prepared for a bake sale item.
3. There must be no tampering with food items to cause harm (physical or emotional) to anyone eating the food.
4. You must notify Event Services that you will be having a bake sale to sell on campus. Your Bake Sale must be reflected in the confirmation report from Event Services.
5. You must clean up after yourself and not leave unused food items at the end of your event. Failure to clean up after your bake sale will result in clean-up charges that will be billed to your student organization account.
6. All bake sale items must be bundled into individual servings and sealed in either plastic wrap or zip-lock bags. Non-sealing sandwich bags and aluminum foil is not sufficient.
7. Food should be tightly wrapped or sealed before and during transport to protect from dust, dirt, and insects.
8. Individuals preparing and/or serving the food must wash their hands and use safe food handling precautions.

Failure to adhere to these policies could result in loss of privileges to host bake sale events in the future as determined by the Office of Campus Activities. Additionally, failure to comply with the above guidelines may result in Judicial action to either the individual or to the organization.

It is important to know that food containing bacteria or viruses that can cause food borne illness does not smell or taste differently, so it is imperative that members who are preparing and serving food for a bake sale follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

Examples of items able to be sold: cookies, brownies, donuts

Examples of items that cannot be sold: Jello, dairy-based items, ice cream

If you have additional questions, please contact the Office of Campus Activities at askoca@drexel.edu or 215-895-1328.

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