



BAKE SALE FACT SHEET

Student bake sales are non-profit charitable events. Organizers and sponsors of bake sales must not neglect good food protection and sanitation practices!

Please read the **EH&S Food Event Policy** <https://ehs.umass.edu/food-event-descriptions-and-instructions-read-first> and the **Food & Allergy Fact Sheets**. <https://ehs.umass.edu/food-allergy-fact-sheet>. On-line bake sale food safety [EH&S OWL training](#) is **required** with Certificates of Completion to be submitted by all food handlers. The group organizer shall submit all paperwork.

Acceptable foods at a bake sale

- Cookies
- Brownies
- Cakes
- Cupcakes
- Doughnuts
- Muffins
- Turnovers
- Breads
- Fruit pies

Bake Sale Requirements

- Only low risk, non-potentially hazardous foods are allowed, see definitions in **Policy** above.
- No** meats, poultry, fish, shellfish, or dairy foods, (including custards, whipped creams, cream fillings, cheeses, cheese fillings, or pure butter buttercream fillings/frostings) are allowed. These items have moisture that supports the rapid growth of microorganisms that are common with food poisoning. No final baked items, which require refrigeration, can be sold or donated.
- Preparation may occur in a home kitchen as long as there is no other private food preparation occurring at the same time.
- Promptly refrigerate any butter or eggs purchased for the baking process.
- Bakers shall wash their hands^① prior to preparing, baking or packaging the baked goods. Wash your hands properly with warm soapy water for 20 seconds.
- The baking area and utensils shall be neat and clean.
- Labeling**. All items shall have a label that clearly identifies each type of baked good.
- ALLERGENS** such as **wheat, peanuts, tree nuts, dairy, soy, eggs, (fish, and shellfish not allowed)** must be labeled with labels or tent cards for each type of item. ([Click here for a template](#)).

A Sample label for a bake sale item might say:

Chocolate Chip Cookie

*Ingredients: **Wheat** flour, sugar, **butter**, vegetable shortening, **eggs**, chocolate (contains cocoa solids, cane sugar, lecithin, vanilla), pure vanilla extract, salt.*

*Warning: This product contains foods that may cause an allergic reaction. This product contains **wheat, dairy product and eggs**, and was prepared in the same kitchen where products containing nuts were prepared or where nuts were handled.*

This food is made in a home kitchen that is not inspected by the University of Massachusetts Office of Environmental Health & Safety or the local health department.

- All ingredients** listings must be available for review by any customer, (ingredients form here). <https://ehs.umass.edu/food-waiver-ingredients-additional-page>
- No cutting or slicing of goods at the event - all items must be pre-wrapped or bagged.
- Transport Bake Sale items in covered containers.
- Selling: Food grade safe *non-latex* gloves shall be worn in between proper hand washing. All servers must frequently wash their hands and in between each glove use. Gloves shall be thrown away after one use, (*i.e. single use*). Hand sanitizer may be used after proper hand washing has occurred.
- No community serving of food is allowed. Individual service plates/cups/tins/deli papers¹/baggies are required so that cross contamination does not occur.
- No person who has a cold, sore throat, or is ill or has an infected cut on the hands, arms, or face may prepare or handle food served to the public. Everyone must sign a Food Handler Volunteer (FHV) form (form attached) which indicates that each individual is free from illness. <https://ehs.umass.edu/food-handler-volunteer-agreement-form>
- The Student Food Event Organizer must maintain a list that denotes who donated what baked good. This list; copies of the training certificates; and the signed FHV forms shall be sent or delivered to EH&S, 117 Draper Hall after the event is held.
- All instructions of the Campus Center and EH&S staff and shall be followed
- Call EH&S with any questions at 413-545-2682; ask for the Environmental Health Program.

¹ EH&S will loan you a "Bake Sale Food Safety Serving Kit*" with gloves and deli sheets for your use. These kits are available at the Campus Center Business office, CC Room 225A – where you sign out the tables on the day of your event. The kit with the unused supplies may be returned to the CC Business Office following your event. If the office is closed, you may return the kit and hang the kit (tote bag) on the door handle of the Business office.