

## Guidelines for Bake Sales

Bake sales involve fundraising through the sale of dry baked goods that will not spoil in the absence of refrigeration. These are baked goods that have been prepared at home and are considered low-risk. **Any food that requires temperature control cannot be sold.**

### BAKE SALE INSTRUCTIONS

- All baked goods should be protected from contamination, dust, and pests using clear plastic wrap, a sneeze guard, or a plastic dome.
- The organizer should retain a list of who donated what food items in case of any necessary follow up. Include the name, address, telephone number of the contributor, and the name or type of food donated. A list of ingredients used in preparing the food items and the date the item was prepared should also be included.
- Individuals conducting the baking, wrapping or sale of baked goods must thoroughly wash their hands before handling the food.
- The bake sale area must be kept clean and sanitary at all times.
- Food must be displayed and stored off of the floor during the event.
- There should be at least two representatives present; one to handle money and one to handle food.
- Baked goods should not be prepared at home if anyone in the home is ill.
- The transportation vehicle must be kept clean and sanitary. Foods should not be transported with pets.

Foods Allowed for Sale (Low-Risk)	Foods Not Allowed for Sale (High-Risk)
Bread or buns	Potentially hazardous foods including high protein food products (ie. meat pies)
Cakes, muffins, squares	Cakes or pies that contain cream, cheese, egg, or pudding filling
Cookies	Cream éclairs or cream puffs
Fruit Pies	Dairy products such as milk, cream, yogurt, cottage cheese, or butter
Jelly Rolls	Home canned/processed food items
Doughnuts	Icings made with eggs or dairy products