

Guidelines for Bake Sales Held on the Brookdale Community College Campus

1. Bake sales may be held on the BCC campus by recognized student for the purpose of raising funds to support organizational activities.
2. Bake sales are defined as and limited to events at which home or commercially prepared dried bakery-type items are sold.
3. The intent to hold a bake sale must be registered with the Student Life Center administrative office and permission received prior to the event taking place.
4. Bake sales must be held in the approved location and for the time period specified. Organizational representatives must be present throughout the activity and are responsible for set up, clean up and removal of bake sale items, tables, chairs and signage.
5. Organizations conducting bake sales must agree to hold the College harmless in the event of any legal action resulting from the bake sale. Furthermore, the organization must agree to abide by the following food preparation and labeling

Guidelines: as per the New Jersey State Health Department

- a. A sign must be present that says "Homemade Good". All food must be individually wrapped and labeled as to product identification and price. Items must be displayed and stored off the floor or ground and must be covered at all times.
- b. Food must be able to be kept safely at room temperature. Items requiring heat or refrigeration to reduce spoilage are not allowed; for example, items containing custard, creams, meringues or cheesecake products.
- c. Ingredients known to cause allergic reactions in some individuals, including the use of nuts, nut oils, dairy, gluten flour, or artificial sweeteners should be clearly marked on products. It is particularly important to review ingredients when using "box mixes" where trace or "hidden" ingredients may be present.
- d. Inclusion of spoiled food products, materials not for human consumption or where the intent is to cause bodily harm to the consumer are expressly prohibited. Inclusion of such materials may result disciplinary action and/or termination of bake sale privileges.
- e. Bake sale items will be prepared with ingredients purchased from commercial sources (grocery stores, warehouse, baker, etc.) and customary home sanitation practices should be observed in food preparation.
- f. It is recommended that two organizational representatives be present throughout the bake sale, one to handle money, and one to have contact with food items.