



Guidelines for the Sale of Baked Goods at a Cuyahoga Community College

Student Club/Organization Fundraiser

The following guidelines are provided by the County Board of Health, Department of Campus Services and Business Operations and Risk Management for the serving and/or selling of baked goods (nonperishable) for Campus fundraising events when items are sold to the general. Such items include, but are not limited to cookies, brownies, pastries (non-cream or custard filled), date bars, and rice crispy treats. These guidelines apply solely to internal College sponsored clubs and organizations and do not apply to external groups, vendors, College partnership groups, or College employees.

Guidelines

1. All food sold must be individually wrapped.
2. Label all packaged food items with a list of the main ingredients.
 - ***Food Allergies can be serious and even life-threatening. Label each item with its Common name and a full ingredient list whenever possible. Clearly identify major allergens such as milk, eggs, wheat, peanuts, tree nuts and soy.***
3. Store food, cups, napkins etc. off the floor or ground.
4. Avoid the use of extension cords.
5. Provide a container for trash.
6. Clean all spills and remove debris as necessary from the table, keep it clean.
7. Properly clean area after the sale and remove trash cans.
8. Provide disposable gloves to those individuals who will be touching/wrapping food items

If food is prepared by individuals within the sponsoring group, keep a list of contributors including their name, address, and the item they prepared. Post a sign if food is home-baked and not inspected by the local health department in the event there is a potential food borne illness associated with item that was sold.

Recommended Bake Sale Signage:

“Items at this bake sale are homemade and were not prepared in a licensed retail food establishment or inspected by the local health department. Products may contain common allergens such as nuts, dairy, eggs, wheat, and soy. Please ask about ingredients if you have food allergies.”

Optional Shorter Version (if space is limited)

“Homemade baked goods — not prepared in a licensed kitchen or inspected by the health department. May contain common allergens. Please ask about ingredients before purchasing.”

The sale or distribution of perishable foods at Cuyahoga Community College campus fundraisers conducted by student clubs, organizations or College employees is prohibited. Events that require perishable food items must coordinate orders through the College's Dining Services catering program. Perishable foods are those that are potentially hazardous due to their ability to support the growth of foodborne pathogens. These include meat, dairy products, eggs, and other protein- or carbohydrate-rich foods.

This includes but is not limited to concession stands, food sampling, potluck events, and outdoor events. For additional information on perishable food items, please contact, Associate Vice President, Campus Services and Business Operations.