



ONTARIO TECH

GUIDELINES FOR ON CAMPUS BAKE SALES

A bake sale is defined as fundraising through the sale of dry baked goods that will not spoil in the absence of refrigeration and are not potentially hazardous foods.

Permissible Practices

Hygiene and Food Handling:

- Individuals involved in baking, wrapping, or selling baked goods must **wash their hands thoroughly** before handling food.
- Use clean dispensing utensils (e.g., tongs, napkins) to serve food.
 - Provide consumers with clean napkins and utensils.

Food Storage and Display:

- All food items must be stored off the floor and kept covered at all times.
- Only food that can be safely stored at room temperature is permitted.
- All baked goods must be **individually wrapped and labeled**.
 - Include ingredient lists and nutritional information on labels when available.

Prohibited Practices

Restricted Food Items:

- Do not sell items with egg-based fillings, frostings, or toppings applied after baking (e.g., custard-filled pastries, meringue-topped pies, buttercream-frosted cakes).
- Food requiring refrigeration or heating is not permitted.
- Spoiled food, non-edible materials, or items that could cause harm to consumers are strictly prohibited.

Improper Handling:

- Avoid handling food with bare hands; use gloves, tissues, bags, or utensils.

General Guidelines

Event Operations:

- It is recommended that at least **two individuals oversee the bake sale**—one to handle money and one to handle food.
- Ensure all contributors understand and follow **food safety and allergy-awareness protocols**.
- Maintain a record of all food items, including the contributor's name, contact details, and an ingredient list.

Cleanliness:

- Keep the bake sale area **clean and free from debris**.
- Event organizers are responsible for cleanup after the event.





Leftovers:

- Securely wrap any leftover items.

Healthy Options:

- Consider including bottled water, fresh fruits, vegetables, or other healthy snack alternatives.

Permitted Sale Items:

- Only baked goods are allowed for sale.
- Non-food items (e.g., stickers, pamphlets, pins) are not permitted.

Food Transportation

- Ensure vehicles used for transporting food are clean and well-maintained.
- **Wrap food tightly** to protect against dust, dirt, and insects.
- Do not transport food alongside pets.

Food Allergens

Allergen Awareness

- Individuals who are allergic or very sensitive to food can touch or smell food and have an allergic reaction. Some allergic reactions can be **severe and require hospitalization**.
 - Allergens must be clearly marked on all packaging.
 - Review pre-made mixes for potential hidden allergens.

Separation:

- Position foods containing allergens away from other items or display them on a separate table.

Common Allergens:

- The 11 most common food allergens include: **Milk, Citrus, Eggs, Soy, Peanuts, Wheat, Tree Nuts, Melon, Strawberries, Shellfish, and Fish.**

Event Approval and Compliance

- Consult the [Ontario Tech Food Services Guidelines](#) to ensure compliance with campus policies for hosting events.
- Submit the [On-Campus Event Application Form](#) well in advance to secure approval for the bake sale.
- Clubs or societies must submit the event form through the OTSU.
- All other applicants should follow the standard event application process.
- Adhering to these guidelines ensures a safe and successful bake sale experience for the university community.

If you have any inquiries regarding this document, please contact the Office of Risk Management at orm@ontariotechu.ca.