

## **BAKE SALE ON YORK UNIVERSITY CAMPUS**

### **I. Introduction**

A **bake sale** is a popular way for eligible community members to fundraise, and build or raise community and cultural awareness for their group/clubs. External users are not permitted to hold a bake sale on campus.

York University complies with laws regarding safe food handling and preparation practices, including but not limited to the *Health Protection and Promotion Act* and City of Toronto By-Laws.

### **II. Definitions**

In these Guidelines, the following terms have the meanings as ascribed below:

- “eligible user” has the meaning as defined in the *Temporary Use of University Space Procedures*;
- “external user” has the meaning as defined in the *Temporary Use of University Space Procedures*.
- “bake sale” is the sale of home-baked and store-bought items as listed in Appendix A.
- “Food Services” means York University’s Food Services Department.

### **III. Procedure**

1. An eligible user shall first secure an appropriate location for the bake sale in accordance with the *Temporary Use of University Space Procedures*. A bake sale must be held at least twenty (20) feet away from the entrance of a food establishment.
2. After an appropriate space has been secured, an eligible user shall submit an “Application for a Bake Sale on Campus” form to Food Services for approval at least seven (7) days prior to the bake sale or event. The space will be released to the eligible user on presentation of the approved form.
3. An eligible user shall obtain from third-party suppliers (i.e. an established food service retailer or restaurant) a Toronto Public Health Green Pass, or similar, and a Certificate of Insurance naming York University as additional insured, as may be required by York University.

#### **IV. Guidelines**

These Guidelines apply to all members of York University who wish to hold a bake sale on York University premises pursuant to the *Temporary Use of University Space Policy and Procedures*.

1. An eligible user may hold a bake sale on York University premises, whether on its own as an event or in connection with another event, subject to obtaining appropriate space pursuant to the *Temporary Use of University Space Policy and Procedures* and approval of an application by Food Services.
2. York University wishes to ensure that only food prepared and served safely is available to community members. Any person organizing or participating in a bake sale shall comply with Food Services' guidelines and procedures for holding a bake sale, as well as applicable laws, including but not limited to the *Health Protection and Promotion Act* and City of Toronto By-Laws.
3. Every eligible user shall:
  - a. appoint a coordinator who will be responsible to maintain a list of all persons who donate food for the bake sale and provide that list with the application for approval, or upon request to a public health inspector.. The list must contain each person's name, address and telephone number in full, and a list of ingredients.
  - b. ensure that their food products have been produced under sanitary conditions and must employ good sanitation practices in the transportation, storage, display and sale of the food;
  - c. post a nut allergy notice, where applicable;
  - d. keep the general surroundings of the bake sale event clean and free from debris. Final clean- up is the responsibility of the organization;
  - e. post the "Bake Sale Notice" form in a conspicuous place indicating whether the premises from where the food originated have been inspected by a public health inspector; and
4. Failure to adhere to these Guidelines may result in loss of privileges for the use of space or other sanctions.



**APPLICATION FOR A BAKE SALE ON CAMPUS**

*This form must be completed and submitted to the Food Services office  
(200 William Small Centre) at least 7 days prior to the Bake Sale  
Or emailed to the Food Services Operations Assistant - cerullo@yorku.ca*

Organization Name & Campus Address: .....  
.....

Date of Bake Sale:..... Time: from.....to..... Location:.....

On-site Contact /Co-ordinator Name (*on day of the event*):

Name : ..... Telephone: .....

By signing below, the organization agrees that it will:

1. maintain a **list (Appendix B)** of all persons who donate food for the bake sale and provide that list upon request to a public health inspector or York University official. The list must contain each donor’s name, address and telephone number in full, and a list of ingredients.
2. post the attached **Notice (Appendix C)** in a visible place indicating whether the premises from where the bake sale food originated have been inspected by a public health inspector; and

The organization further agrees that it will only offer food items from the “Foods Acceptable and Allowed for Campus Bake Sale” list. The sale of any other item not listed and approved in **Appendix B** is not permitted.

The organization’s executive officers are personally responsible for all liabilities, claims, losses, damages, costs and expenses, including reasonable legal fees and disbursements, arising from the bake sale.

**ACKNOWLEDGED AND AGREED**

Signature of requestor with *signing authority*: .....

Printed Name: ..... Title.....

Telephone /Email address : .....

Date: .....

All home-baked foods offered for sale must be low-risk items, which mean foods that do not support bacterial growth or require refrigeration or heating during the time period of the bake sale

Acceptable and Non-Acceptable Food Items for a Campus Bake Sales

<p style="text-align: center;"><b>Examples of Low-Risk Foods</b>  <b>ACCEPTABLE for Home Preparation and</b>  <b>Allowed for Campus Bake Sale</b></p>	<p style="text-align: center;"><b>Examples of Potentially High Risk Foods</b>  <b>NOT ACCEPTABLE and Not Allowed for</b>  <b>Campus Bake Sale</b></p>
Apple sauce (in sealed containers)	Antipasto
Brownies	Cakes/pastries with whipped cream, cheese or synthetic fillings
Butter tarts	Processed beans, including baked, refried and bean salad, creamed corn
Cakes, cupcakes, squares and loaves (with sugar icing only - no dairy or whipped cream)	Beef jerky, cabbage rolls
Dry cereal products and cereal bars	Foods containing eggs as ingredients , e.g. custards, salads, cream eclairs or pies, cream puffs, cheesecakes
Cinnamon buns (sugar icing only)	Fish and shellfish
Cookies	Garlic spreads, pesto, etc.
Dried fruits, individually packaged	Guacamole
Fudge and toffees	Home canned/process food items
Hard candy	Hummus
Muffins (no dairy fillings)	Icings made with eggs or dairy products
Pastries, with no cream or cheese fillings	Juice (fruit and vegetables)
Pies (fruit filled only; no cream filled or cream based)	Meat products, chicken, sausages, samosas
Popcorn	Milk and dairy products, e.g. yogurt, cheese, cream cheese, cottage cheese
Samosas (vegetables <b>only</b> , no meat)	Perogies
Sweet/salt dough items, e.g. doughnuts, pretzels	Pies (meat filled, pumpkins, sweet potato, custard, lemon meringue pie, quiche
<p><i>Food items shall be individually wrapped and labelled. Label information shall include an identifiable product name, date of preparation, list of ingredients and the producer's name. Allergy notices (e.g. nuts, soy, sulphites, etc.) must be posted.</i></p>	Salsa
	Sandwiches (meat, cheese, tuna, etc.)
	Sprouted seeds (bean, alfalfa, mung, etc.) Tofu

## NOTICE

**The Bake Sale food items were prepared in premises that were:**

**NOT** inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.*

Inspected by a Public Health Inspector in accordance with *Food Premises Regulation 562/90, Health Protection and Promotion Act.*

I agree to post this notice in a visible location  
on the date of the bake sale.

.....  
Signing Authority/Co-ordinator/On-site contact person



# Bake Sale Donation List

All persons who donate food for the bake sale must be listed below. This list must be provided to a public health inspector or York University official upon request. Ingredient lists may be provided on a separate sheet of paper and attached to this list.

Name and contact information <i>(please print)</i>	Item Donated	Ingredients
<p>If applicable, list all the food items and name of vendor(s) that you will be purchasing food from. (<i>note: Toronto Public Health Green Pass or similar, and a Certificate of Insurance naming York University as additional insured, may be required by York University.</i>)</p>		