

# York University - Bake Sale

## Procedure and Guidelines

### 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.

### 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.

### 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 “Bake Sale Application” form to Food Services for approval **at least seven business (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 (if applicable).

### 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. have a copy of their TUUS permit and approved bake sale notice available upon request;
  - f. post **Appendix C** "Notice" form in a conspicuous place indicating whether the premises from where the food originated have been inspected by a public health inspector; and
  - g. Failure to adhere to these Guidelines may result in loss of privileges for the use of space or other sanctions.
4. Food Services encourages the use of Bake Sales as a form of community engagement and an opportunity for philanthropic enterprise, however the decision to approve Bake Sales will be reviewed on a case-by-case basis and are issued at the sole discretion of the Director of Food Services.



# Bake Sale Application

*This form must be submitted to the Food Services Office (200 William Small Centre) at least seven business days prior to the bake sale or emailed to Lily Cerullo at cerullo@yorku.ca.*

**Student Group:**

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**Campus Address:**

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**Purpose of Bake Sale:**

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**Date of Bake Sale:**

**Start Time:**

**End Time:**

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**Location:**

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**Name of On-Site Contact (day of):**

**Telephone:**

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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 **Appendix B's** "Acceptable" 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:**

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**Printed Name:**

**Title:**

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**Telephone:**

**Email:**

**Date:**

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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.

| <b>Acceptable</b>   | <b>Non-Acceptable</b>   |
|---|---|
| Examples of low-risk foods acceptable for home preparation and allowed for bake sale.   | Examples of potentially high risk foods not acceptable and not allowed for bake sale.                         |
| Apple Sauce   | Antipasto   |
| Brownies  | Cakes/pastries with whipped cream, cheese or synthetic fillings   |
| Cakes, cupcakes, squares and loaves (with sugar icing only - no dairy or whipped cream) | Processed beans, including baked, refried, and bean salad or creamed corn                                     |
| Dry cereal products and cereal bars   | Beef jerky, cabbage rolls   |
| Cinnamon buns (sugar icing only)  | Foods containing eggs as ingredients (e.g. custards, salads, cream eclairs or pies, cream puffs, cheesecakes) |
| Cookies   | Fish and shellfish  |
| Dried fruits, individually packaged   | Garlic spreads, pesto etc.  |
| Fudge and toffees   | Home canned/processed food items  |
| Hard candy  | Hummus  |
| Muffins (no dairy fillings)   | Icings made with eggs or dairy products   |
| Pastries (no dairy fillings)  | Juice ( fruit and vegetables)   |
| Pies (fruit filled only - no dairy fillings)  | Meat products, chicken, sausages  |
| Popcorn   | Milk and dairy products (e.g. yogurt, cheese, cream cheese, cottage cheese)                                   |
| Sweet/salt dough items (e.g. doughnuts, pretzels etc.)                                  | Perogies  |
|   | Pies (meat filled, pumpkin, sweet potato, custard, lemon meringue, quiche)                                    |
|   | Salsa   |
|   | Samosas (vegetable or meat)   |
|   | Sandwiches (meat, cheese, tuna etc.)  |
|   | Sprouted seeds (bean, alfalfa, mung etc.)   |
|   | Tofu  |

**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.**

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.

| <b>Bake Sale Donation List</b>          |              |             |
|---|--------------|-------------|
| Name and Contact Info<br>(please print) | Donated Item | Ingredients |
|   |              |             |
|   |              |             |
|   |              |             |
|   |              |             |
|   |              |             |
|   |              |             |
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|   |              |             |

**If applicable, list all the food items and name of vendor(s) that you will be purchasing food from. (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.)**

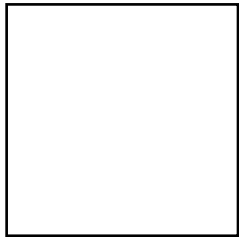


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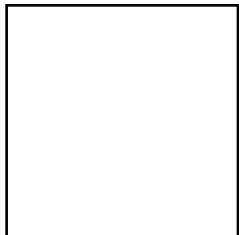
## NOTICE

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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.

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