

WP Student Organization Bake Sale Application Form

Please complete the information below and submit to Campus Activities, Service and Leadership (CASL) at CampusActivities@wpunj.edu at least two weeks prior to the bake sale date. *Note that a space request for a table must be submitted in 25Live prior to submitting this form.* You will receive confirmation from CASL and Events Scheduling Office once your application has been approved. Please refer to the Student Organization Bake Sale Policies and Procedures (link) before submitting this application.

Date Submitting Application: _____

Student Organization Name: _____

Primary Contact Name: _____

Email Address: _____@student.wpunj.edu Phone Number: _____

Date of Bake Sale: _____ Time of Bake Sale: _____

Requested Location of Bake Sale: (Check one). *25Live Space Request must be submitted.*

- _____ University Commons Main Street (by Bookstore / Arcade)
- _____ University Commons Lower Area across from Ballroom Stairs
- _____ University Hall Lobby designated space
- _____ Shea
- _____ 1600 Valley Road

25Live Space Booking Reference Number: _____

List of Food Items to be Sold:

Food Safety Preparation and Handling Procedures to be implemented:

Allergen Information and Labeling Plan:

I acknowledge that I have read the Student Organization Bake Sale Policies a Procedures, and that my organization will abide by all regulations.

Signature of Responsible Party: _____ Date: _____

William Paterson Bake Sale Guidelines

Food Safety and Handling

1. All baked goods must be prepared in a sanitary environment.
2. The items offered for sale may be prepared for sale at a kitchen in a private home, providing that the consumer is made aware by the posting of a sign at the bake sale table (see #2 under Sales and Distribution below).

Food Storage and Transportation

1. Baked goods must be stored in clean, covered containers.
2. Items should be transported in a way that prevents contamination.
3. Gloves should be worn when handling baked goods.

Sales and Distribution

1. A sign must be displayed listing all ingredients and potential allergens (i.e. nuts, etc.).
2. The sales table must have a poster/placard reading: *Notice to Consumers: Food for sale at this function was not prepared in a kitchen subject to regulation and inspection by the Health Authority.*
3. Cash handling should be separated from food handling to avoid contamination.
4. Hand sanitizers must be available at the sales table.
5. The food is placed on trays and covered with plastic, foil or deli tissue, and spatulas, tongs, or single-use gloves are used to serve the items.

Allergy and Dietary Considerations

1. Organizations must clearly label items containing common allergens (e.g., nuts, dairy, gluten).
2. All baked goods must be labeled with product names and a list of ingredients. This will help protect individuals with food allergies or sensitivities. The label can be on the individual item, a sign positioned near the item or as a recipe that is available to the consumer.

Additional Guidelines

Organizations are not permitted to sell items outside of the designated table (i.e. not permitted to walk around selling items).

Depositing and Use of Funds

All funds collected must be deposited in the Student Government Association Office after the sale. These funds will be deposited into the student organization's operating (OP) account for future use by the organization.