

Food Sale Process for Registered Student Organizations (RSO)

RSO will identify in their UIS Connection event request if the event they are hosting is a fundraiser through food sales and whether the funds raised are for their organization or for an outside organization.

If food sale is indicated, they will be directed to another page to identify the following:

- Type of food being sold
- Category of the food being sold. They may select all that apply (baked good, fruit, vegetable, dairy, meat, poultry, other).
- Description of food being sold
- Plan for serving food

If the RSO is selling baked goods or non-hot/cold food items, they need to obtain a food waiver from Randy Williams. They will also be informed that they need to review the Food Sale Policy Page and sign.

The information in this section includes the food prep safety regulations, instruction to individually wrap items being sold, and have ingredients for all items sold available for potential purchasers.

If the RSO is serving anything that must be kept hot or cold, for food safety, they need to obtain a food waiver from Randy Williams. They will also be informed that they need to:

1. Review the Food Sale Regulation Page and sign
2. Complete a [Temporary Food Application](#) (at least 2 weeks prior to their event, same timeframe as submitting their event request in UIS Connection).
 - a. This form is to be completed, signed and sent directly to the Sangamon County Health Department. All information and Instructions are included on the form.
3. Send a copy of their submitted Temporary Food Application to their Student Life Liaison for records. (must be done before event is approved)

Student Life will have available for RSOs:

- Handwashing station supplies
- Gloves
- Hand Sanitizer

It is the responsibility of the RSO to complete all necessary steps in order for their event to be approved.

Please note that events involving food sales cannot be held for more than 2 days and are not allowed in the Student Union.

Food Sale Policy Page

Bake Sale Requirements

1. Acceptable bake sale foods include items like bars, brownies, cookies, cakes, breads, fruit, pies, doughnuts, etc. Not allowed: cream-filled pastries, eclairs, cream pies, etc.
2. All bake sale items shall be individually wrapped at the original point of preparation. Items to remain wrapped until sold. Items shall display a list of ingredients used in the baked goods.
3. Preparation may be completed in a home-type kitchen with the reminder that only the bake sale items shall be prepared at this time. Food for individual consumption should not be prepared at the same time as bake sale items are prepared.
4. Bake sale items shall be transported in a covered container
5. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product. Do not prepare or package baked items if experiencing nausea, diarrhea, or vomiting.
6. A sign or placard stating "Homemade/Not Inspected" must be posted at the sale site

Food outside of those included in the definition of Bake Sale, anything that must be kept hot or cold for food safety will complete a temporary food application. A copy should be submitted to their student life liaison.

I/We have read and understand the Bake Sale requirements and Food Sale policy. I/We agree to adhere to all requirements and policies as presented above throughout the duration of the:

Group/Organization: _____ Sale to be held on
_____ located at _____

Signed: _____

Advisor: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____