Procedures for Campus Bake Sale

- A bake sale is categorized as a fund-raising event (not for profit). All bake sales must be approved by College Dining Services.

- In an effort to prevent food-borne illnesses, organization of bake sale events must follow proper food protection and sanitation practices. During baking and handling of bake sale items, gloves should be used in handling of food products.

- Any person who is sick or recovering from a recent illness should not engage in handling or preparation of any food items.

- All items must be prepackaged in plastic wrap or bagged. Cutting or slicing any prepared item for sale is prohibited.

- Items containing cream are NOT permitted.

- Food containing tree nuts, peanuts, dairy, soy, eggs, fish, and shellfish must be clearly labeled.

- If you have any questions concerning the requirements for a bake sale please contact Vincent Flemming at (401) 456 – 8207.
REQUEST TO WAIVE REQUIREMENT TO UTILIZE CAMPUS FOOD SERVICE WHEN PROVIDING FOOD SERVICE IN A COLLEGE FACILITY

<table>
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<tr>
<th>Current Date</th>
<th>Requesting Organization:</th>
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<tbody>
<tr>
<td>Event:</td>
<td>Date of Proposed Event:</td>
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<td>Event Start Time:</td>
<td>Event Completion time:</td>
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<td>Location of Proposed Event:</td>
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<td>Request:</td>
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Why is request being made?

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Name of Food Item</th>
<th>Source of food:</th>
<th>RI Food Lisc. #</th>
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I understand that the Organization, the Advisor and I shall bear full responsibility to insure all foods are prepared, transported and served in compliance with the RI Department of Health’s regulations pertaining to Food Service

President of Organization  
Date

Advisor for Organization  
Date
ASSUMPTION OF RESPONSIBILITY FOR COMPLIANCE WITH
HEALTH DEPARTMENT REQUIREMENTS
FOR
FOOD AND BEVERAGES

I, ______________________, in my capacity as the Advisor to ________, have read the
materials provided to me regarding food service and I will assume full responsibility to
insure all food brought into campus facilities on ____________ for the
________________ is in compliance with established by the RI Department of Health.
standards for Food Service.

Furthermore, I also agree to assume full responsibility to insure:

1. All foods brought into College facilities are to be prepared in accordance with the
   standards established by the RI Department of Health by an entity licensed by the
   RI Department of Health to prepare and resell food.

2. All foods brought into College facilities are to be transported in accordance with
   the standards established by the RI Department of Health. Specifically all hot
   foods will be maintained at a temperature of 160 degrees or higher and all cold
   foods will be maintained at a temperature of 38 degrees or colder.

3. All foods brought into College facilities will be served in accordance with the
   standards established by the RI Department of Health. To include continued
   compliance with proper temperatures and handling procedures.

____________________________            ________________
Advisors Signature                   Date

____________________________            ________________
Director of Dining Services Signature Date
ASSUMPTION OF RESPONSIBILITY FOR COMPLIANCE WITH HEALTH DEPARTMENT REQUIREMENTS FOR FOOD AND BEVERAGES

I, ________________________, in my capacity as the Advisor to ________, have read the materials provided to me regarding food service and I will assume full responsibility to insure all food brought into campus facilities on ______________ for the ______________ is in compliance with established by the RI Department of Health. standards for Food Service.

Furthermore, I also agree to assume full responsibility to insure:

1. All foods brought into College facilities are to be prepared in accordance with the standards established by the RI Department of Health by an entity licensed by the RI Department of Health to prepare and resell food.

2. All foods brought into College facilities are to be transported in accordance with the standards established by the RI Department of Health. Specifically all hot foods will be maintained at a temperature of 160 degrees or higher and all cold foods will be maintained at a temperature of 38 degrees or colder.

3. All foods brought into College facilities will be served in accordance with the standards established by the RI Department of Health. To include continued compliance with proper temperatures and handling procedures.

__________________________  __________________________
Advisors Signature          Date

__________________________  __________________________
Director of Dining Services Signature  Date