

Student organizations, Faculty or Staff holding bake sales at UCM must obtain prior approval. Student Organizations should go through Office of Student Life (OSL), located in Kolligian Library (KL), Rm 105. Go to [studentlife.ucmerced.edu](http://studentlife.ucmerced.edu) for more information. Faculty/Staff should contact Environmental Health & Safety (Facilities B) directly. Follow these four steps to a safe fundraiser!

### 1. Make Sure Your Items are Approved for Sale

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Only dry, non-perishable food items are allowed for bake sales on UCM. Perishable food items such as dairy, meats, cooked vegetables, and moist cooked grains are not permitted. Examples of food items include the following:

#### Approved Items

- Krispy Kreme/other donuts
- Cookies, chocolates and candy
- Baklava
- Cupcakes with non-perishable frosting
- Bread or buns
- Fruit pies and jellyrolls
- Pre-packaged foods such as granola, water, bottled soda or juice boxes

#### Unapproved Items

- Any potentially hazardous foods (foods that *require* temperature control- cold or hot)
- Cheesecake
- Custard or Pudding – including fillings
- Cream or Cream filled pastries
- Frostings and fillings made with cream cheese, sour cream or other dairy

### 2. Prepare your Baked Goods Safely

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Non-perishable approved bake sale items **can** be prepared at home if good food safety and sanitation guidelines are followed.

- ❖ Anyone preparing or selling bake sale items must be in good health. If the person has a cold, the flu, or is otherwise sick, he or she must not be involved with the sale.
- ❖ Pets are not allowed in any area where food is prepped, prepared or packaged.
- ❖ Individuals baking or preparing food must wash their hands before starting.
- ❖ Use clean utensils and equipment when preparing, transporting, and selling bake sale items.
- ❖ All food ingredients must be obtained from an approved source, such as a grocery store or restaurant.
- ❖ All items must be completely wrapped as individual servings or in the amount for sale (i.e. 1 dozen cookies) in plastic wrap or bags. We encourage you to use recyclable or compostable packaging.

### 3. Display Ingredient List

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For **food allergy concerns**, post a list of ingredients on the table, or individually on the packages.

### 4. Inspection by Environmental, Health and Safety

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Health inspectors with the UCM Office of Environmental Health and Safety will periodically spot-check these bake sales. Please have your UCM Food Permit prominently displayed and ingredient list(s) ready for review. Unapproved food items will be disposed of.

### Contact Information

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