



Policy Source: Gwinnett Tech	Owner: Vice President of Student Affairs	Effective: 4/2019
Division: Student Affairs		Reviewed: 2/2023, 2/2026 Revised: 2/2023

6.8.8 GT Bake Sale Policy & Procedures

Introduction

This form must be submitted to the director of student life along with the Student Life Fundraiser Request Form before any organization fundraiser may be conducted. Approval or denial is usually made within 5 business days, unless the decision must be elevated to the VP level.

Purpose

This procedure has been established for Gwinnett Technical College student organizations involved in the sale, preparation, and storage of foods during fundraising activities on campus. The preparation and sale of foods by GTC student organizations are governed by regulations that are publicized to ensure the safety, health and well-being of consumers, and to minimize or eliminate the risk of potential liability. This policy is subject to review and modifications as necessary.

Food Safety Guidelines

For the protection of the student organization and for those purchasing baked goods, the following precautions must be taken:

- All food items must be commercially-produced products. No food items baked/created by students/faculty/staff are allowed to be sold or dispersed at the fundraiser.
- No food which requires refrigeration can be sold. This includes: cream-filled pastries, eclairs, cream pies, etc. Foods that must be kept warm are also prohibited.
- All food items shall be individually wrapped at the original point of preparation. Items such as donuts, cookies, cupcakes, etc. must be individually bagged prior to sale.
- All products must be labeled to include what the item is, where it was purchased from, and any ingredients that could cause a potential allergic reaction by consumer.
 - If food has allergens in it, or if it is prepared in conjunction with other foods that have allergens in them, allergen warnings must be provided.
 - The eight (8) major food allergens are: Milk, Eggs, Peanuts, Tree nuts, Fish, Shellfish, Gluten and Soy
- Apply good sanitation practices in storage, preparation, and display.
 - All food items must be protected from contamination during storage, display, and sale via a covered, dust-proof container.

- Individuals conducting the wrapping and/or sale of food shall thoroughly wash their hands before handling the product and wear appropriate food safety gloves.

It is the organizations advisor's responsibility to ensure that their organization adheres to the policy and procedures governing bake sales.

**After the event, all funds raised shall be documented on a Monies Collected Form and turned in to the Business Office, to be deposited in your club account. A copy of the form should also be submitted to Rachel Mariano at RMariano@GwinnettTech.edu*

The Monies Collected Form can be found under the Business Office page on SharePoint.