

APPROVAL FORM FOR BAKE SALES

Sponsored by registered student organizations

DATE: _____ ORGANIZATION NAME: _____

BAKE SALE DATE(S): _____ BUILDING LOCATION: _____

BEG/END TIME: _____ SET UP REQUIREMENTS: _____

1. Bake sales must be reserved and approved, **IN ADVANCE** (at least TWO WEEKS), through the **OFFICE OF ALUMNI AND EVENTS MANAGEMENT** (1st Floor, Alumni House, Ext. 2962).
2. Bake sales must be held in specific areas designated by the OFFICE OF ALUMNI AND EVENTS MANAGEMENT. A sign must be visible showing name and sponsoring group along with the bake sale permit issued by the Department of Environmental and Occupational Health and Safety (Room 2046, Cushwa, Ext. 3700). NOTE: Only one permit per organization will be issued per semester. It is the group's responsibility to maintain possession of the permit for all bake sales held during a single semester.
3. Heating, warming, or refrigeration devices are prohibited, however, a coffee pot is permissible.
4. Food or beverages requiring refrigeration to retard spoilage are prohibited. (**SEE ATTACHED BAKE SALE REGULATIONS SHEET**)
5. Registered student organizations must take all necessary precautions to insure that goods are prepared and served in a sanitary manner.
6. Recognized student organizations are solely responsible for any claims and liability for personal injuries, property damages, or other damages arising from their bake sale. The University provides no liability insurance coverage for the recognized student organizations, their members, agents, or employees.

 Organization Representative Signature Print Name Phone: _____

 Faculty Advisor to the Organization Signature Print Name Campus Ext: _____

Faculty Advisor's Department: _____

ITEMS TO BE SOLD MUST BE LISTED BELOW

BAKE SALES WILL NOT BE SCHEDULED UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE OFFICE OF ALUMNI AND EVENTS MANAGEMENT, 1ST FLOOR, ALUMNI HOUSE (EXT. 2962). REQUESTS FOR BAKE SALES WILL NOT BE ACCEPTED PRIOR TO FINALS WEEK OF THE SEMESTER PRECEDING THE REQUESTED BAKES SALE DATE(S).