

Food Safety & Bake Sale Policy

Updated August 2022

Regent University's food safety policy requires that any food or beverage offered on campus be served to our community and guests in a healthy and safe environment.

Food allergies pose a critical issue for higher education and are a common threat for many people. To ensure that Regent (1) minimizes risk and liability, (2) stays in compliance with state and city health and sanitation regulations, and (3) addresses the concerns of our employees, student residents, and guests, our university requires safe and proper handling, prepping, and distributing of food and/or beverage for all on-campus events.

Only food prepared by the Regent Ordinary or a licensed food establishment (food must be donated or sponsored or will **require** the approval from the Ordinary) may be distributed (sold or given away) at bake sales. Pre-packaged foods, pre-prepared foods from the Regent Ordinary or grocery stores or foods from restaurants are acceptable.

All food must remain in its original packaging and all adhesive seals must be intact. Foods prepared anywhere else (including home kitchens) are **NOT** permitted. Foods from licensed food establishments/restaurants must not be modified, combined, or further prepared in any way, nor may be reheated.

Below are some examples of how to use food for a fundraiser safely, and in compliance with our state and city laws:

- Selling cupcakes, cookies or brownies purchased from a store such as Costco.
- Selling pre-packaged items such as candy, drinks, bags of chips or gum.
- Selling food items donated and/or sponsored by restaurants.
- Purchasing items from a grocery store and allowing the consumer to combine them. Examples include purchasing pre-made cookies and pre-made frosting and allowing consumers to decorate the cookies themselves.

Non-food alternatives are highly encouraged, such as selling candy (individually wrapped) and flowers as a Valentine's Day fundraiser. Game set-up/participation is another popular way for students on college campuses to raise funds such as creating student scavenger hunts, relays, etc.

The following rules must be met when selling any of the above food items:

- Unless all food items are pre-packaged and individually wrapped, at least one member of the organization, who will be present at the event, must review these rules and monitor compliance with the applicable rules during the event. The responsible individual must sign the acknowledgment statement below.
- Unless you are only distributing pre-packaged items, make sure to use single-use items, such as disposable plastic food gloves or wax paper, to handle the food when serving it.
- Do **NOT** allow anyone who has been ill to handle food items. Must be at least **24** hours symptom free. **Note:** Having illnesses such as Salmonella, E. Coli or Hepatitis A require much longer wait times prior to handling food.
- Always use proper hand hygiene techniques; including proper hand washing, keeping nails trimmed, **NO** jewelry on arms or hands, or impervious coverings over any wounds.
- Foods that must be temperature controlled to prevent illness are subject to additional rules. Examples of such foods include pizza purchased from a restaurant, or cheesecake purchased from a grocery store. Any food that normally must be kept cool or warm must be served within **4** hours once removed from the temperature control (such as a refrigerator or oven). All foods must be served within **24** hours of purchase. The time the food is purchased or removed from temperature control must be recorded to ensure compliance with this time restriction. Foods may **NOT** be reheated once obtained from a licensed food establishment.
- Make sure that food items that contain major food allergens (such as dairy, eggs, wheat, soy, peanuts, tree nuts, fish and shellfish) or foods that contain proteins derived from these foods are appropriately labeled and visible. If allergen content is unknown, a safety warning that the foods sold may contain, or have come into contact with, these allergens is **required** to be posted in an easy-to-read sign at the point of distribution.

Food sales may **NOT** take place within the student lounge/Café Moka or the Ordinary but are permitted on other areas of campus. To hold a fundraiser on campus, student organizations must complete a [Student Organization On-Campus Event Application](#).

For an organization to hold a bake sale on campus, a representative of the organization must read and sign the acknowledgement statement below and be present during the bake sale to ensure compliance with the policy.

I, _____, as a representative of _____, have read these rules, will be present during the **entire** bake sale event, and will **ensure** that all individuals involved in handling food will comply with these rules.

Signature: _____ Date: _____

Student organizations should direct any questions regarding the Food Safety & Bake Sale Policy to Administrative Services at adminservices@regent.edu or 352-4034.