



UNIVERSITY of ALASKA ANCHORAGE

Bake Sale Policy

Before having a bake sale, be sure to consult with the appropriate building manager about concerns that they might have. In addition, the proceeds from bake sales must be used and controlled in accordance with acceptable university cashing practices (786-1495 or anmam2@uaa.alaska.edu). Also keep in mind that the university has exclusivity contracts with food service providers and we do not want to incur contract violations. So if you're planning something big, please consult with Housing, Dining and Conference Services (751-7200 or ayuhdcs@uaa.alaska.edu). No permits are required for small office parties and other events that are closed to the public. However, departments should still follow good sanitary procedures.

Licensed food service providers are responsible for assuring compliance with all pertinent sanitarian regulations and permit requirements for events that they are catering. EHS/RMS can inspect contracted food service providers to assist with sanitation standards compliance. Extraordinary janitorial efforts required to clean up after a bake sale or office party may be charged back to the individuals, departments, or clubs responsible for the event.

No potentially hazardous foods may be sold. Potentially hazardous foods are those foods that spoil easily without refrigeration or special preservation (some salad dressings, cream pies, meats and meat products obtained from non-commercial sources, etc.). In general, you're usually safe with dried baked goods and prepackaged, shelf storage items. Refer to [EHS/RMS Policy 6, Food Service](#) for further advice.