

WVU RCB HEALTH SCIENCES CENTER FUNDRAISER INVOLVING FOOD APPLICATION

Organization Name:		Date of Fundraiser:	
Organization Representative:		Phone:	Email:
Faculty Advisor:		Phone:	Email:
Brief description of fundraiser:			

Steps to follow when having a Bake Sale:

1. Sponsor of bake sale is required to register with the local health department for each event. A completed registration form found here: <http://ehs.wvu.edu/r/download/48043> must be faxed to 304-598-5122 or emailed to jon.w.welch@wv.org.
2. The menu (food sold at this type of sale) must be limited to cakes, cookies, fruit pies, candies, plain pepperoni rolls, and yeast, nut or fruit breads, muffins, or rolls. These are foods that do not normally support the rapid growth of microorganisms. The sale of potentially hazardous food (PHF) is prohibited. PHF includes pepperoni rolls with cheese, sauce, or other toppings; cream, custard, or meringue pies; and cream-filled products. Additional non-potentially hazardous foods may be allowed with the approval of the local health department sanitarian.
3. Foods are to be pre-wrapped in the portions that will be offered for sale to the public. Portions should be wrapped in see-through wrap or baggies. Slicing, wrapping, or exposing foods at sale or distribution site is prohibited.
4. In order to lessen the risk of a foodborne illness or transmittable disease, menu items should be prepared and wrapped by individuals that have attended our Food Worker's Training Course.
5. A clearly visible placard (found on the following page) is required at the sales or service location stating that the food is prepared in a kitchen that is not subject to regulation and inspection by the Monongalia County Health Department or any other regulatory authority.
 - I verify that our organization has submitted the bake sale registration form to the Monongalia County Health Department, has received approval and will comply with all regulations and guidelines.**

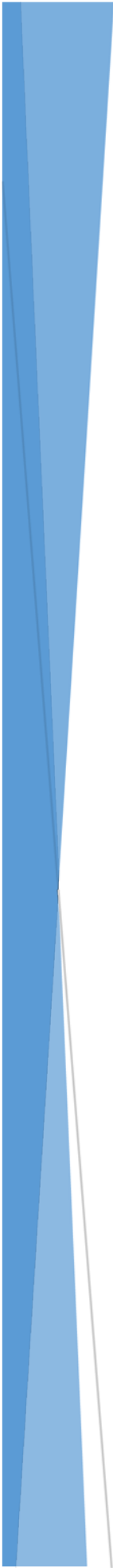
Organization Representative Signature

Date

Faculty Advisor Signature

Date

Email this form at least 3 weeks prior to fundraiser to hscsafetyoffice@hsc.wvu.edu or fax to 304-293-3597. For additional information call the HSC Safety Office at 304-293-0952 or see <http://ehs.wvu.edu/health/public-health/food-service/temporary-campus-food-service-operations>



These bake sale products were prepared in a private kitchen that is not regulated and inspected by the Monongalia County Health Department.