

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:			

Applying for Non-profit Exemption for Temporary Food Service or Bake Sale

Non-profit, educational, religious, or charitable organizations that have 501(C)3 non-profit status can be exempt from getting a temporary food service establishment permit or file a bake sale application which allows for temporary food services that do not operate more than 14 days a year. If desired, these groups can complete and submit an exemption form to Monongalia County Health Department for bake sales or to serve potentially hazardous food (PHF). PHF is any food that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, such as eggs, meat, poultry, fish, and dairy foods. Examples are hamburgers, tacos, hot dogs, chili, and cream pies. Raw seed sprouts, cooked rice, potatoes, and beans are also considered to be potentially hazardous because they will support rapid bacterial growth.

1. Sponsor of Exempt Temporary Food Service are required to register with the local health department for each event. A completed exemption 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. Meet all requirements described in the WV Guidelines for Operating a Temporary Food Service Concession found here: <http://ehs.wvu.edu/r/download/202198>
3. Electric power must be provided in compliance with the National Electric Code (NEC). Outdoor activities must use extension cords that are in good condition, must use circuits that have Ground Fault Circuit Interrupters and are grounded, cords and equipment must not be located as to be a tripping hazard, and any other NEC requirement that applies to your particular operation.
4. Means of egress and walkways cannot be blocked or restricted.
5. Tents must meet NFPA requirements for flammability.
6. Whether indoors or out, deep fat fryers are prohibited at the WVU HSC.
 - I verify that our organization has submitted the Exemption for Temporary Food Service form to the Monongalia County Health Department, has received approval and will comply with all regulations and guidelines.**

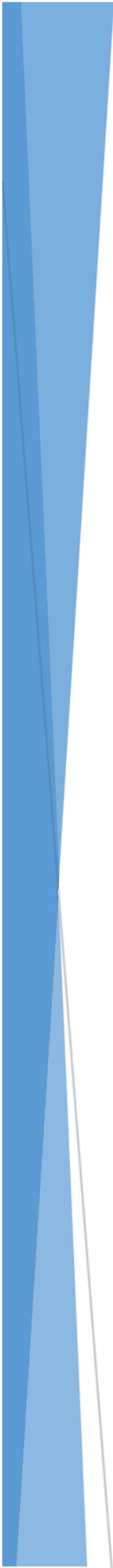
Organization Representative Signature

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.