

BAKE SALES AT THE STUDENT ASSOCIATION OF GEORGE BROWN COLLEGE

PLEASE SUBMIT COMPLETED APPLICATIONS TO: 142 KENDAL AVENUE, ROOM E100. TORONTO, ON, M5R 1M3.
PLEASE NOTE THE APPLICATION PROCESSING TIME IS USUALLY 1-2 WEEKS. ONCE THE APPLICATION IS RECEIVED AND IF ACCEPTED, ONLY THEN CAN THE BAKE SALE PROCEED. | PHONE: 416-415-5000 EXT. 6704 | FAX: 416-415-4719
EMAIL: **INTERNAL@SAGBC.CA**

REQUEST FOR BAKE SALE APPLICATION FORM

Please print clearly.

Note: This application does not confirm your booking

CONTACT INFORMATION

Name: _____ Student Group Name: _____

Position in the Student Group: _____ Student Group Mailing Address: _____

Mobile Phone: _____ Student Group Phone Number: _____

Email: _____ Student Group Email: _____

Date(s) Requested: _____

Location requested? St. James campus [] Casa Loma campus []

LIST OF FOOD ITEMS

FOOD ITEMS INCLUDING CONDIMENTS (BE SPECIFIC)	PREPARED BY	CONTACT INFO

BAKE SALE OPPORTUNITIES

STUDENT ASSOCIATION
GEORGE BROWN COLLEGE

I confirm that the food items listed are the only ones that will be offered for distribution at this tabling event.

I agree to comply with the Student Association of George Brown College Guidelines for Bake Sale and table booking conditions listed in the Student Association of George Brown College Booking Agreement.

I will be responsible to ensure that the tabling event is supervised to ensure compliance with health and food safety regulations.

Name of Requester: _____

Signature of Requester: _____

Date: _____

Note: This application is subject to approval by the Student Association of George Brown College. The application processing time is usually 1 – 2 weeks.

GUIDELINES FOR BAKE SALES

INTRODUCTIONS:

This guideline applies to all student groups interested in booking a table at the Student Association of George Brown College (SAGBC) for the purpose of organizing a bake sale.

OBJECTIVE:

This guideline has been developed to ensure compliance with health regulations related to food safety and to minimize potential liability. It will be subject to review and modifications from time to time as necessary.

GUIDELINES:

1. Permission for organizing a bake sale shall be limited to one (1) event per student group per academic year.
2. SAGBC Request for Bake Sale form must be completed and returned to the SAGBC Office.
3. High risk foods such as meat, poultry, fish, dairy products and raw eggs are not allowed to be sold.
Some examples of high risk foods are:
 - dairy products (e.g. milk, cream, cheese, yogurt)
 - foods containing raw eggs as ingredients (e.g. salads, custards)
 - fresh or processed meat and sausages.
4. All products must be labeled to include what the item is and the ingredients. Allergy notices (for example, nut allergy) must also be posted, if necessary.
5. Good sanitation practices must be applied in the storage, display and sale of the items.
6. The requestor(s) will not have access to on-campus caterer's kitchen(s) to heat or cook food on campus.
7. All food must be prepared off site in a clean and sanitary environment. Any groups preparing food on site will have their tabling privileges revoked.
8. The general vicinity around the bake sale must be kept clean at all times. Clean up of the site and its surroundings is the responsibility of the student group.
9. The signing authorities of the student group or his/her designates are responsible to ensure that their student group adheres to these guidelines as well as table booking conditions listed in the SAGBC Booking Agreement. Failure to adhere to these procedures may result in loss of booking privileges.

FOR OFFICE USE ONLY

Date approved: _____ Approved by: _____