

## Guidelines for Student Food Sales on Campus

Students who want to offer food services as a fundraising project must follow these guidelines. Registered student organizations holding food-based fundraisers are required to obtain prior approval from their specific student services office: Denver campus - Student Life & Campus Community Office; Anschutz Medical Campus – Office of Student Affairs. CU Denver Club Sports are required to obtain prior approval from the Competitive Sports Coordinator. Adhering to the following guidelines will eliminate the need to obtain prior approval from the Facilities Management/Environmental Health and Safety Office (EH&S).

All food items may be prepared, assembled, portioned, and packaged in private homes provided good sanitation practices are followed throughout the process. It should be noted that Facilities Management or the Department of Environmental Health and Safety (EH&S) may perform periodic inspections of campus bakes sales and food service fundraisers. In the event compliance with the following guidelines is not met, organizers may be required to discontinue the sale and/or fundraising event until the organization makes the necessary corrections.

- Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, storing transporting, displaying, and selling food items. Clean and disinfect frequently touched surfaces throughout the day. Following [4 Steps to Food Safety](#) can help protect you and others.
- No items for sale may be temperature sensitive. Items that must be refrigerated or held in a hot temperature manner (e.g., hot dogs, pizza, deli sandwiches, etc.) cannot be sold.
- Those preparing, packaging, transporting, displaying, or selling food items must be free of communicable diseases such as colds, flu, and hepatitis. Their hands and arms must be free of wounds, cuts, and sores.
- Those contributing or participating in the food-based fundraising event must wash their hands with soap and warm water for at least 20 seconds, before working and after each break, after blowing your nose, coughing, sneezing, and after restroom breaks. Wearing gloves after washing hands would provide an additional layer of protection.
- Organizers must maintain a list of everyone contributing food items for the sale or fundraiser. The list should include the food item contributed, each contributor's name and the food ingredients including adequate declaration of the [eight major food allergens](#): milk/dairy, eggs, fish, crustacean shellfish (shrimp, crab), wheat, soybean, peanut, or tree nuts. Food items containing any of these allergens must have a label identifying the allergen(s). Example of a sample label or tent card for a bake sale item, with bold letterings for allergens:

### **Chocolate Chip Cookie**

*Ingredients: **Wheat** flour, sugar, **butter**, vegetable shortening, **eggs**, chocolate (contains cocoa solids, cane sugar, lecithin, vanilla), pure vanilla extract, salt. **Warning:** This product contains foods that may cause an allergic reaction. This product contains **wheat, dairy product, and eggs**, and was prepared in the same kitchen where products containing nuts were prepared or where nuts were handled.*

- All food ingredients must be pure, wholesome, free from contamination, and be obtained from approved sources (i.e., grocery store).
- All food items must be completely wrapped and sealed as individual servings. Any eating utensils provided must be single use and disposable.
- Sales shall be limited to special events or projects and not for general sale to the campus public.
- Location and/or time must be such that sales would not be in competition with an established food service (i.e., when the University has a licensed food vendor in a specific building location, food will only be sold by that licensed vendor in that building location).
- Organizers must be responsible for setup and cleanup of the area where the food-based fundraiser is being held.