



Utica College Bake Sale Policy

If any group or persons would like to sell food related items on Utica College property, then the following steps must be taken in order to hold such a sale:

1. All items for sale must be individually wrapped and labeled with recipe content.
2. A receipt must be provided for all items purchased, used to make the goods for sale, and given to Sodexo for liability purposes.
3. All bake sales must be approved through Sodexo at least two weeks prior to the sale.

Name of person or group: _____

Date of Event: _____

Contact Phone #: _____

E-mail: _____

Location of Sale: _____

Approved: Yes No

Approval Signature: _____ Date: _____

**The following steps above are NYS Health Code requirements and
Must be followed to ensure the safety of all at Utica College.**