



BAKE SALE CONTRACT

BY AND BETWEEN: BISHOP'S UNIVERSITY, a legal person duly constituted under the laws of the Province of Quebec, having its head office at 2600 College Street, City of Sherbrooke, Province of Quebec, J1M 1Z7; (Hereinafter called the "**University**")

AND: _____; (Hereinafter called the "**Food Provider**")

PREAMBLE

WHEREAS the Food Provider wishes to sell food on campus during a fundraising activity;

WHEREAS the University wishes to ensure the Food Provider follows all rules and regulations upon the terms and conditions hereinafter set forth;

NOW AND THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANT HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

Purpose / Rationale

This contract is intended to clearly communicate to the Food Provider the regulations relating to serving and providing food on the Bishop's University campus and to ensure that all food is prepared and served safely and that the food provider is in compliance with all government regulations while on campus.

Principles

1. To ensure that the campus community and any events held on campus comply with all government regulations regarding the selling and serving of food on campus.
2. To assist the community in understanding safe food practices and how to comply.
3. The selling/serving of food on campus is limited to our campus Food Service provider. In exceptional circumstances and with the proper liability insurance and licenses another vendor may be granted the right to sell/serve food on campus on a temporary basis. **The only exceptions to this is for fundraising initiatives.**
4. Any group/association or vendor that receives approval for providing food on campus assumes full responsibility and liability for any complaints or health problems arising from their provision of food.

PROCEDURES

1. Information about Serving Food Safely on Campus is available from Residence and Conference Services and on the dining services website (<http://www.ubishops.ca/future-current-students/student-campus-life/residence/campus-dining/campus-dining-policy/>).
2. The University needs to be informed as to who is serving food on campus, as well as where, what and how.
 - The “Food Provider” shall first secure an appropriate location for the bake sale with the SRC and submit an application for location at least 1 week before the event to allow for approval time. **See Appendix 1.**
 - The “Food Provider” must pick up the MAPAQ permit from the SRC and post it during the fundraising event
 - The “Food Provider” must post a mandatory sign “All food prepared by students in home kitchens. May contain allergens” at the table
 - The “Food Provider” must display a list of all ingredients used on the table
 - The “Food Provider” must keep food covered or wrapped at all times
 - The “Food Provider” must use tongs to serve food at all times
 - In no circumstances, is the client authorized to serve themselves either with their hands or with the tongs. Only the food handlers are to give food to the client using the tongs.
 - The “Food Provider” can pick up a “bake sale kit” at Doolittles the day of the event

One person is identified as responsible for the safe food preparation, display and serving for the event. It is that person’s responsibility to ensure all who are preparing; displaying, and serving food are made aware of safe food practices.

RESPONSIBILITIES

Processing Application Forms

1. For fundraising bake sales, applications must be submitted 1 week in advance for approval.
2. When an infraction is noticed, the opportunity will be taken to work with the “Food Provider” to discuss/suggest a way to comply.
3. In the event the “Food Provider” continues providing food without addressing the noted infraction, the organizer may be asked to stop serving that food.
4. The final decision on serving/selling food or not rests with SRC & Residence and Conference Services in conjunction with Health Services.

Appendix 1

Application for Providing Food on Campus

Date Submitted: _____

Department/Organization: _____

Organizer: _____

Participant numbers: _____

Date of event

Location of event

Details of event

I/We hereby undertake and agree to follow guidelines as outlined in the Campus Food Policy. I have read and understand all guidelines and agree that I will ensure that all policies as outlined will be adhered to.

Signature

Position

Application Approved:

Yes

No

Approved by: _____

Title: _____

Date Approved: _____

Approved by the Food establishment manager (if required):

Date Approved: _____

The food establishment manager assumes responsibility and ensures the storage, preparation, handling and selling processes adheres to the MAPAQ standards.

Details for providing food on campus for fundraising purposes

Bishop's University allows student organizations to raise funds by providing food on campus. Groups may sell food to support their organization. **The intent of this policy is to limit the variety of food that may be provided to ensure that food does not support the growth of potentially harmful organisms.** In order to ensure that food is provided safely the following guidelines must be adhered to:

1. Only groups/clubs registered with the Students' Representative Council (SRC) or student groups affiliated with Bishop's University that receive authorization from Residence and Conference Services may provide food on campus.
2. A completed application to request the right to provide food on campus shall be submitted one week prior to the event to Residence and Conference Services.
3. Any groups/clubs that request to provide food must designate one person who will be responsible for these events. Responsibilities are outlined in this policy.
4. The requirements outlined in this policy for providing food on campus must be followed.

Preparation of Foods

1. All food to be provided on campus must be on the list of acceptable items.
2. Food provided must be in good condition and free from any spoilage and contamination.
3. Foods are to be prepared in clean, sanitary conditions.
4. All those preparing and handling food must ensure good personal hygiene is observed and that hands are washed thoroughly and frequently with anti-bacterial soap.
5. All food shall be prepared in such a way as to ensure no cross contamination that could be harmful to consumers.
6. Anyone who has open or infected sores, or who suffers from vomiting, diarrhea, fever, jaundice or throat ache with fever should abstain from handling food.
7. It is forbidden for any person afflicted with a communicable disease or for any carrier of pathogenic germs to execute work which places them in direct or indirect contact with food.
8. No **nuts** will be used in the preparation of any items that will be provided.

Responsibilities for Groups wishing to provide food

1. Please do not use any nuts, peanut butter or peanut oil in any products.
2. Ensure that food products have been prepared according to the requirements under the Preparation of Foods section.
3. Ensure that all food that is stored, and displayed is protected from contamination at all times; i.e. food displayed must be covered (saran wrap, tongs utilized etc.).
4. Observe good personal hygiene.
5. It is the responsibility of the designated person to:
 - have received approval from the University to operate;
 - ensure that all rules and regulations are followed and deny anyone within their group to provide food if they are in violation of any of the policies outlined;
 - ensure that only approved foods are provided;
 - ensure all display areas, counters, shelves, tables and other equipment used in connection with providing food must be kept clean and in good condition;
 - post a list of all ingredients utilized.

The following list contains those items that are approved:

- cookies and squares
- doughnuts (icing or sugar only, no cream filling)
- brownies
- breads and buns
- butter tarts
- Rice Krispy squares
- cupcakes (icing sugar only; no dairy or synthetic whipped cream)
- cakes (icing sugar only; no dairy or synthetic whipped cream)
- cinnamon buns (sugar icing only)
- fruit pies and pastry
- fudge
- hard candy
- muffins
- whole fruit
- whole vegetables

Any groups that would like to provide foods that are not listed above must receive prior approval from the Bishop's University food establishment Manager.