

## **Bake Sale Checklist**

	Task Completed	Date Completed	Signature and Notes
<b>TEMPORARY PERMIT</b> Check to see if a temporary food permit is required to conduct bake sale - call 607-274-6688	<input type="checkbox"/>		
<b>INGREDIENT LIST</b> Collect ingredient list prior to the beginning of the bake sale	<input type="checkbox"/>		
<b>VOLUNTEERS</b> Volunteers received the brochure "Conducting a Safe Bake Sale"	<input type="checkbox"/>		
<b>INSURANCE</b> The organization has the appropriate insurance – Workers Compensation or Disability/Liability or Exempt Form	<input type="checkbox"/>		
<b>DISPOSABLE GLOVES</b> Provide disposable gloves for use during the bake sale	<input type="checkbox"/>		
<b>WASTE DISPOSAL</b> Trash cans available for the disposal of spoons, napkins, plastic wrap, etc.	<input type="checkbox"/>		

	Task Completed	Date Completed	Signature and Notes
<b>ACCEPTABLE FOOD ITEMS</b> Display only non-potentially hazardous baked goods for sale	<input type="checkbox"/>		
<b>INGREDIENT LIST</b> Display ingredient list for each baked good	<input type="checkbox"/>		
<b>CROSS-CONTAMINATION</b> All baked items are wrapped and only volunteers handle baked goods	<input type="checkbox"/>		
<b>WASH HANDS/GLOVES</b> All volunteers wash hands prior to sale and wear disposable gloves	<input type="checkbox"/>		
<b>WASTE DISPOSAL</b> Spoons, napkins, plastic wrap, etc. are disposed of in trash cans	<input type="checkbox"/>		