

Bake Sale Checklist

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

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