



BOARD OF HEALTH
TOWN OF FOXBOROUGH
MASSACHUSETTS 02035

40 SOUTH STREET
Tel. (508) 543-1207
Fax (508) 543-6278

www.foxboroughma.gov

Office Use Only:

Date Received: _____

Check #: **NO CHARGE**

A "Bake Sale" can be defined as a one time-one location event in which a religious or charitable organization sells non-potentially hazardous baked goods for the purpose of fundraising for their organization. All bake sale items must be individually wrapped for sale. Exposed food (for example cookie/cupcake decorating activities) is strictly prohibited unless first notifying the Board of Health.

BAKE SALE PERMIT APPLICATION
(No Charge - For Informational Purposes Only)

Name of Organization: _____

Address of Organization: _____

Telephone Number: _____ E-Mail: _____

Name of Applicant: _____ Telephone #: _____

Mailing Address: _____

Date of Operation: _____ Hours of Operation: _____ Event Location/Name _____

Please list the baked goods products your organization be selling/giving away: _____

Examples of prohibited (potentially hazardous) items: Custard products, cream filled desserts, meringue pies, items made with whipped cream or cream cheese, pumpkin pies, cheesecakes, or any other item(s) requiring refrigeration after baking/cooking. Also prohibited at bake sales are home canned foods.

Questions on a particular baked good??? Call the Foxborough Health Department at (508) 543-1207

(SEE BAKE SALE GUIDELINES ATTACHED)

I, the undersigned, attest to the accuracy of the information provided in this application and I have read the "Bake Sale Guidelines" attached.

Signature of Applicant: _____

Date: _____

BAKE SALE

Town of Foxborough Guidelines For Selling Baked Goods

BAKED GOODS ALLOWED:

Items that **do not** require refrigeration after baking/cooking (i.e. cookies, brownies, muffins, breads, etc.)

BAKED GOODS NOT ALLOWED:

Custard products, cream filled desserts, meringue pies, items made with whipped cream or cream cheese, pumpkin pies, cheesecakes, or any other item(s) requiring refrigeration after baking/cooking. Also prohibited at bake sales are all home canned foods.

DISPLAY:

All items must be **individually pre-wrapped** (i.e. food grade plastic wrap, ziplock bags, food grade “treat” boxes, etc.). Exposed food is strictly prohibited.

LABELING:

- Each individually wrapped item must have a label stating the name of the item and the baker’s initials
- A list of ALL ingredients used in each baked item must also be on site on a separate index card/paper and be available for viewing by consumers. If a consumer has an allergy concern, it is recommended that this ingredient list is shown to the consumer so that they are able to make their own decision to purchase/consume the product or not. (HELPFUL HINT: If a “box” mix was used, you can simply bring the box with you or cut off the ingredient panel. However, make sure if you added any ingredients, do not forget to include those in the list).
- For each bake sale, the Event Coordinator **MUST** formulate a list that includes; all baking participants, their contact information, the specific baked goods they provided, and the individual ingredient cards. Having this information is important if follow up from the Health Department is needed following the event. This list should be retained by the Event Coordinator for 30 days. For your convenience, please refer to the attached spreadsheet.

SAFE FOOD HANDLING:

- No eating, drinking, or smoking in the kitchen and keep children and pets out of the kitchen during all preparation and baking activities.
- Do not prepare any food if you are ill, have been recently ill, or if someone in the home you are preparing the foods in is ill.
- Do not prepare any other foods that are not related to the bake sale to avoid cross contamination.
- Wash hands frequently after any activity that may contaminate them (i.e. handling raw eggs, touching your hair or face, handling the garbage and **ALWAYS** after using the restroom). Always use liquid soap for hand washing and disposable type towels for hand drying.
- Prior to baking, make sure all equipment, utensils, and work surfaces are properly cleaned prior to use.
- **NEVER** handle ready to eat baked goods with bare hands (even if they have been washed well). Once baked, handle food using non-latex disposable gloves, utensils, or other barrier (i.e. deli tissue, clean napkin, paper towel).

ADDITIONAL REQUIREMENTS:

Bake sales are exempt from any Health Department permitting and as such are not inspected. Therefore, your organization is required to post the attached sign in a conspicuous location during the event.

*These are guidelines only and do not supersede compliance with 590.000

Please contact the Foxborough Health Department with any questions at (508) 543-1207.

Public Notice

**Bake Sales are Exempt from Local
Permitting with the Health Department.**

**PLEASE BE ADVISED NEITHER
THE FOOD NOR THE FACILITIES
FROM WHERE THE FOOD WAS
PREPARED HAVE BEEN
INSPECTED BY THE STATE OR
BY THE LOCAL BOARD OF
HEALTH.**