

# Student Life

## Fundraising Project Request Form

This form must be submitted to the Rachel Mariano at [rmariano@gwinnetttech.edu](mailto:rmariano@gwinnetttech.edu) for approval before any organization fundraiser may be conducted. Approval or denial is usually made within 5 business days, unless the decision must be elevated to the VP level.

All Bake Sale request must complete the 2nd page of this request form.

---

Name of Organization: \_\_\_\_\_

Advisor/Submitted by: \_\_\_\_\_

Project Leader : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Dates and Times of Fundraiser: \_\_\_\_\_

Fundraiser Description (describe briefly):

Purpose of Fundraiser (what will funds be use for?):

What area of the school do you intend to use (if any?):

\*After the event, all funds raised need to be documented on a Monies Collected Form and turned in to the Business Office to be deposited in your club account. The Monies Collected Form can be found on the Business Office SharePoint page.

---

### For Office Use Only

Date Filed: \_\_\_\_\_

Approved

Not Approved

Signature: \_\_\_\_\_

# Student Life: Bake Sale Guidelines/ Request Form

This form must be submitted to Rachel Mariano at [rmariano@gwinnettech.edu](mailto:rmariano@gwinnettech.edu) for approval along with the Student Life Fundraiser Request Form before any organization fundraiser may be conducted. Approval or denial is usually made within 5 business days, unless the decision must be elevated to the VP level.

**Purpose:** This procedure has been established for Gwinnett Technical College student organizations involved in the sale, preparation, and storage of foods during fundraising activities on campus. The preparation and sale of foods by GTC student organizations are governed by regulations that are publicized to ensure the safety, health and well-being of consumers, and to minimize or eliminate the risk of potential liability. This policy is subject to review and modifications as necessary.

## Food Safety Guidelines:

For the protection of the student organization and for those purchasing baked goods, the following precautions must be taken:

- All food items must be commercially-produced products. No food items baked/created by student/faculty/staff are allowed to be sold or dispersed at the fundraiser.
- No food which requires refrigeration can be sold. This includes: cream-filled pastries, eclairs, cream pies, etc. Foods that must be kept warm are also prohibited.
- All food items shall be individually wrapped at the original point of preparation. Items such as donuts, cookies, cupcakes, etc. must be individually bagged prior to sale.
- All products must be labeled to include what the item is, where it was purchased from, and any ingredients that could cause a potential allergic reaction by consumer.
  - If food has allergens in it, or if it is prepared in conjunction with other food that have allergens in them, allergen warnings must be provided.
  - The eight (8) major food allergens are: Milk, Eggs, Peanuts, Tree nuts, Fish, Shellfish, Gluten, and Soy.
- Apply good sanitation practices in storage, preparation, and display.
  - All food items must be protected from contamination during storage, display, and sale via a covered, dust proof container.
  - Individuals conducting the wrapping and/or sale of food shall thoroughly wash their hands before handling the product and wear appropriate food safety gloves.
- Students must stay in the designated area. Students are not allowed to walk around campus selling their items. It is the organization's advisor's responsibility to ensure that the organization adheres to the policy and procedures governing bake sales.

Name of Organization: \_\_\_\_\_

Advisor/Submitted by: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Store (s) food items will be purchased from: \_\_\_\_\_

\* After the event, all funds raised need to be documented on a [Monies Collected Form](#) and turned in to the Business Office to be deposited in your club account. The Monies Collected Form can be found on the Business Office SharePoint page.

## For Office Use Only

Date Filed: \_\_\_\_\_

Approved

Not Approved

Signature: \_\_\_\_\_