



Bake Sale Policy

Policy title	Bake Sale Policy
Applicable to	All event organisers
Date last reviewed	August 2026
Date of next review	August 2027
Owned by	USSU Health and Safety Working Group

1. Policy Statement

- 1.1 The University of Sunderland Students' Union will support students to hold bakes sales to fundraise for societies and external charities, as allowed within the charitable objectives of the Students' Union. Bake sales are a great way for students to raise funds either for an external charity or their own society, however, event organisers should also consider other means of fundraising. Consideration should be made regarding the cost of living and avoid targeting the same groups of students repeatedly throughout the year. We want to ensure that bake sales remain well-attended and not an over-used means of raising funds.
- 1.2 Due to the risks that come with food preparation and serving, there is a specific list of items that are permitted to be served at bake sales. Anything outside of this list is not permitted due to health and safety guidelines.

2. Scope

This policy is for all student fundraisers to read and agree to before any bake sales are booked and take place. University of Sunderland Students' Union expects event organisers to always adhere to this policy

3. Key principles

- 3.1 Bake Sales should only contain the listed items below:
 - Cookies / Biscuits
 - Brownies / Blondies
 - Cupcakes / Cake (No fresh cream)
 - Scones (Without cream)
 - Flapjacks
 - Doughnuts
 - No-bake cakes e.g. biscuit cake, rocky road, chocolate nests
 - Any other items are to be discussed and agreed with Your SU
- 3.2 Only 1 bake sale per campus per week can be booked (1 at City Campus, 1 at St Peter's Campus).
- 3.3 Event organisers can hold up to 2 bake sales each per term, on a first come first

served basis.

- 3.4 A full ingredient list should be signed off by Your SU staff before the bake sales begins and the ingredients list is to always be visible throughout the bake sale.
- 3.5 The charity name, logo and charity number should be displayed on all fundraising marketing material, including the percentage of profit income going to the charity. This includes fundraising for the event itself (Your SU is a registered charity, no.1148212).

4. Risk Management

- 4.1 Home baked goods will be prepared no more than 2 days before the event.
- 4.2 Those responsible for preparing food should ensure that the kitchen surfaces, utensils and equipment have been thoroughly cleaned with appropriate cleaning products and clean cloths.

Read more guidance:

[Why is cleaning important - GOV.UK](#)

[Why avoiding cross-contamination is important - GOV.UK](#)

- 4.3 Baked goods can also be sourced from reputable retailers, i.e. supermarkets or professional caterers that have a food hygiene rating of at least 4.
- 4.4 All those preparing and serving food must have thoroughly washed their hands beforehand and not use any out-of-date ingredients. Long hair should be tied up.

Read more guidance:

[Providing food at community and charity events - GOV.UK](#) (cakes section)

- 4.5 Make sure all items are cut up and prepared to serve before transporting them to the event - no equipment will be provided by Your SU except for a table. No items should require any refrigeration and should be stored in airtight containers for transportation to the venue.
- 4.6 Never use bare hands to serve items. Always use tongs or a cake slice.
- 4.7 Common allergens should be clearly labelled and ingredients list available. It must never be guaranteed that a food item is free from allergens, unless it is individually wrapped and purchased from a retailer that explicitly says it is.

5. Confirmation of policy

Event organisers agree to:

I have read and understood the bake sale policy and will ensure the society adheres to the policy throughout our bake sale.