



**SAMU Club Bake Sale/ Fundraiser/ Promotional Table Approval Form**

*This form is to be used for bake sales, promotional food giveaways, raffles, third-party product sales fundraisers, and club related promotional events and must be submitted to the Clubs Department at least **15 working days in advance** of the fundraiser. If you are planning a more complex form of fundraiser such as a silent auction, use the full Event Approval Form.*

*The final decision to serve, or not to serve, food lies with Campus Services. All food serving must comply with regulations of MacEwan University and Alberta Health Services. The club must comply with provincial gaming regulations when conducting a raffle. The club is responsible for meeting its agreement with companies with which it is working.*

**Bake Sale / Fundraiser / Promotional Organizer’s Declaration** (Initial the appropriate section.)

*Bake Sale: \_\_\_\_\_*

*As organizer of this event, I confirm that I have read MacEwan University’s bake sale guidelines and food services regulations. I am fully aware that I am responsible for the bake sale’s organization and in ensuring that it complies with all guidelines and regulations. It is also my responsibility to ensure that all students involved with this event are aware of their responsibilities regarding safe food practices.*

*Fundraiser: \_\_\_\_\_*

*As organizer of this fundraiser, if it is a raffle, I confirm that the club has obtained/will obtain the required license and I am aware of the relevant gaming regulations; if the club is selling third-party products, I am fully aware that I am responsible for the club meeting its agreement with the fundraising company. It is also my responsibility to ensure that all students involved with this fundraiser are aware of their responsibilities pertaining to it.*

*Promotional: \_\_\_\_\_*

*Clubs may use SAMU tables to promote club events, to promote their clubs, or to host sponsors that support club activities on campus. If a club is hosting a sponsor or any outside organization the club must ensure that an executive member of the club is present at all times.*

*You must answer yes or no to the declaration before proceeding to fill out the rest of the form.*

Yes

No

**Contact Information**

**Club Name**

\_\_\_\_\_

**Name of Organizer**

\_\_\_\_\_

**Email Address**

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**Phone Number**

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**Date Form Submitted** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Fundraiser Details**

**Date of Event** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

**Fundraiser Type**

Raffle

Bake Sale\*

**Location**

CCC

ACC

**Table Number:** \_\_\_\_\_

**Describe Nature of Activity** (Bake sale (make sure to list your items), hosting a sponsor, raffle, selling product)

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*Refer to MacEwan University Food Services Policy D4170 before submitting this form. You must adhere to all guidelines. These guidelines are available for reference at [samu.ca/clubs-forms](http://samu.ca/clubs-forms) and are highlighted below.*

- *Serving involves the handling, storing, and preparation of food.*
- *Hands must be washed and surfaces cleaned with approved sanitation products to prevent the contamination of food and food areas.*
- *Food must be stored and displayed so it is protected from contamination at all times (covered with food grade plastic wrap).*
- *Food grade gloves must be worn with the use of serving utensils at all times.*
- *Items must not contain meat, nuts, nut oils, or dairy products. Avoid items with cream cheese, milk, raw eggs, etc.*
- *Ingredient lists must be available.*

**-Office Use Only-**

Table Booking Confirmed by Front Desk

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Campus Services Permissions Confirmed by Clubs Department if Needed

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