**Are you hosting a bake sale or a philanthropy dinner?**

**BAKE SALE**
(Tabling to sale baked goods)

**Does your organization have 501c3 status?**

YES

- **No Food Service Operation's license is needed**
- **License applications must be hand delivered to the Health department 3 days prior to the event**
- **Can charge for items**
- **Organization MUST provide proof of 501c3 status**

NO

**Will you have a set price for your items or except donations only?**

SET PRICE
(Example:
$.50 Per Cookie)

- **A Food Service Operation's license is needed**
- **License applications must be hand delivered to the Health department 3 days prior to the event**
- **Can charge for items**

DONATION ONLY

- **No Food Service Operation's license is needed**
- **Organizations can not set a price or make recommendations for pricing. The customers set the price for any item they purchase.**

**PHILANTHROPY DINNER**
(An event where food is sold)

- **A Food Service Operation's license is needed**
- **License applications must be hand delivered to the Health department 3 days prior to the event.**
- **Health inspection will occur**
- **A University of Toledo kitchen MUST be used to prepare meals.**

**Exemption for a License**

**Organizations can not set a price or make recommendations for pricing. The customers set the price for any item they purchase.**

**ALL BAKE SALES MUST FOLLOW THESE RULES**

- **No items that require temperature control may be sold**
- **Items must be individually wrapped and items must be labeled with ingredient listings**
- **No liquids may be sold**

# BAKE SALE & PHILANTHROPHY DINNER FLOW CHART