

BAKE SALES

Campus Life & Event Services
Event Services & Scheduling
Southeast Missouri State University

University Center 414
573.651.2280
unischeduling@semo.edu



Home-baked snacks may be sold on campus if a table is reserved through Event Services & Scheduling. Home-baked snacks may include, but are not limited to: cookies, cupcakes, brownies, and cereal treats.

Student organizations do not need to complete a Request for Exception to Catering Exclusivity form when selling home-baked snacks; however, you must inform Event Services & Scheduling of the bake sale when making your reservation.

For health and safety reasons, home-baked snacks for sale must include a label with the following information for each individually wrapped item.

Label information must include:

Item name
Ingredients
Date prepared

Registered student organization name
Phone number
E-mail address

Sample label:

Puppy Chow
Ingredients: Rice Chex Cereal, milk, butter,
chocolate, peanut butter, powdered sugar
Prepared: August 23, 2019

Rowdy's Redhawks
(573) 123-4567
leadership@semo.edu

Purchased items including store-bought baked goods, candy, popsicles, ice cream treats, hot chocolate, pizza by the slice, chili, etc. may not be sold or given away for free without special permission from Event Services & Scheduling. To request special permission for these items, please complete a Request for Exception to Catering Exclusivity form.