

The following guidelines are for churches, clubs or other organizations that serve meals.

## Definitions:

**Potlucks:** Potluck food items can ONLY be served to the members, and cannot be offered to the general public. The food items are consumed during or after the event. No license is required.

**Bake Sales:** NON-potentially hazardous foods, usually baked goods prepared at the organizations facility or in the home of members. Sale of the baked goods is used for fund raising purposes (for the sponsoring organization). No license is required.

**Potentially Hazardous Foods:** Means any perishable food capable of supporting rapid and progressive growth of infectious or toxicogenic microorganisms. Potentially hazardous foods include: meat, fish, poultry, dairy products (such as milk, cheese, ice cream, etc.), eggs, shellfish, etc. Basically, any readily perishable food requiring special storage conditions, refrigeration, or freezing is a potentially hazardous food.

## Guidelines for Potluck Meals:

1. Food display and service should be well planned in advance so that potentially hazardous foods are handled, stored and served properly, and at the correct temperatures.
2. Hot Foods are to be maintained at an internal temperature of 135°F or higher. Reheated Foods must reach 165°F or higher and then can be reduced to 135°F for holding or serving.
3. Cold Foods shall be maintained at 41°F or colder during service or storage.
4. Basic Equipment: Stem thermometer (for checking food temperatures), disposable gloves, and chlorine bleach (for sanitizing food contact surfaces – use 2 tablespoon per gallon of warm water).
5. Maintain List: Names, addresses and phone number of each person who prepared an item for the event including what they prepared. Food should be transported to the event in a clean vehicle with proper temperature control. Post a sign indicating that these items are “Home Made Goods”.
6. Food Handlers: Must not be ill, have an “asymptomatic” illness, open cuts or wounds. Handlers should not be permitted to use tobacco, eat or drink while handling foods. Proper hand washing should be strictly enforced after restroom use, smoking, drinking, eating, or handling or garbage or dirty dishes.

## Guidelines for Bake Sales:

1. No potentially hazardous foods that require refrigeration should be sold: such as cream, meringue, custard, pumpkin pies or pastries.
2. All baked goods should be individually wrapped in plastic, foil, or waxed paper.
3. Maintain List: Name, address and phone number of each person who prepared an item for the event along with what they prepared. A sign indicating that these items are “Home Baked” should be posted.
4. Food Handlers: Must not be ill, have an “asymptomatic” illness, open cuts or wounds. Handlers should not be permitted to use tobacco, eat or drink while handling foods. Proper hand washing should be strictly enforced after restroom use, smoking, drinking, eating, or handling or garbage or dirty dishes.

## Food Handling Checklist:

- **Stem Thermometer:** Check hot & cold temperatures.
- **Chlorine Bleach or Equivalent:** Sanitization of food preparation surfaces.
- **Disposable Gloves:** Change between tasks or as often as needed.
- **Designate:** “Contact Person”.
- **List:** Persons, addresses, phone numbers and food item contributed to the event.
- **Post Sign:** “Home Baked Goods”.
- **Discuss with Food Handlers:** Temperature requirements and hand washing policy.
- **Designate:** Smoking, eating, and drinking area in non-food prep areas only.
- **Internal Cooking Temperatures:**
  - Poultry & Stuffed Meats 165°F/15 sec.
  - Ground Beef & Pork 155°F/15 sec.
  - Pork, Ham, Sausage, Bacon 155°F/15 sec.
  - Beef Roasts 140°F/12 min.
  - Reheating Foods 165°F/15 sec. Within 2 hours
  - Holding Hot Foods 135°F or above

Churches, religious, fraternal, youths’ or patriotic organizations, service clubs and civic organizations that occasionally prepare, serve or sell meals to transients or the general public are not defined as a restaurant and are exempt from licensing under ch. HFS 196, Wis. Adm. Code.H:\HEALTH\EHPROGRAM\FORMS\Potlucks and Bake Sales.doc