

# **University of Wisconsin-Green Bay Food Event Policy and Procedures**

## **INTRODUCTION**

The objectives of this policy are:

1. to ensure that all food events on the UW-Green Bay campus are both safe and enjoyable,
2. to reduce and prevent the potential for food borne illnesses from food that is served, sold, or given away at or for University events,
3. to inform the campus community of the state and local health regulations concerning food safety (including preparation, storage, transporting, handling and serving),
4. to inform the campus community of the financial and dining contractual exclusivity guidelines for purchasing food for events, and
5. to provide a decision-making tool for the proper provision of food for events.

## **REFERENCES**

- UWS FAP 20 Segregated Fee Expenditures,
- UWS FAP 6 Official Functions,
- UWS FAP 36 Travel Regulations (Meals & Appendix A),
- UWS FAP 37 Segregated Fee Determination and Distribution
- UWS GAP 2 Extramural Support Administration
- UWS Risk Management Policy and Procedure Manual
- Brown County Code – Chapter 37 Public Health
- Wisconsin State Statutes and Wisconsin Administrative Codes
- FoodSafety.gov – Gateway to all Government Food Safety Information (FDA, FSIS, CDC, USDA, etc.)
- Contractual Agreement for the Provision of Dining Services for the University of Wisconsin-Green Bay
- Cooking for a Crowd: A Volunteer’s Guide to Safe Food Handling, College of Agricultural Sciences, Penn State University

## **GENERAL POLICY**

All food served, sold, or given away at or for University events must meet or exceed all applicable health standards. The University, with representation from student, faculty, and staff constituencies, has selected a contractor to provide University Dining Services for the campus community and who has highly trained staff and the proper equipment for the safe preparation, storage, transporting, handling, and serving of food at University events. All groups are required to use University Dining Services for their food events (university and public), and/or to meet all applicable health standards and follow University financial guidelines through the procedures outlined in this policy. These procedures may also require the completion of a “*Non-Standard Food Event Authorization*” with advance approval from the Campus Contract Administrator, UU313. Review from other campus departments may be needed prior to a food event taking place depending on the circumstances or event type (i.e. – Controller’s Office, Residence Life, Student Life, etc.)

## **DEFINITIONS:**

**Bonafide Business Meeting:** Defined as outlined in FAP 36 – the purpose of a business meeting must be directly related to the mission of the hosting department, and must have a specific agenda and time frame. Use of food during business meetings by UW employees must be justified based on Appendix A of FAP 36 – Headquarters City and UW-Sponsored Events. Accurate record keeping of employees present is essential if state funds are utilized.

**Campus Contract Administrator:** The University position (currently, the University Union Director) charged with the administration and supervision of the contractual agreement for the provision of dining services, for the approval of Non-Standard Food Event Authorizations and for the education pertaining to this policy.

**Catering:** Specially ordered food that is prepared, delivered and served to a collective group of people for the purpose of or to enhance a specific public, university, or large private event(s) on campus (e.g. – fundraising dinner, business luncheon, recognition reception, wedding reception, refreshments for a dance, etc.)

**Dining Contract Exclusivity Clause:** “It is the intent of the University to acquire dining services exclusively from the Contractor for areas in the academic core of the campus...Exclusive operation does not include vending machines, Shorewood Golf Course Clubhouse, Weidner Center, off-campus merchant sales, non-catered events at the Phoenix Sports Center, non-catered events at the Residence Life complex, Ecumenical Center, the Chancellor’s Residence, and for items determined by the University to be objectionable. Areas excluded from this contract still require approval for all events sponsored by campus departments, individuals, and guests.” The UW-Green Bay Downtown Learning Center is also excluded from the contractual requirement.

**Event – Public:** A large gathering or event on the campus that is open to the general public and/or has a large number of attendees from the public (e.g. – fairs, athletic competitions, exhibitions, festivals, performances, wedding reception, etc.).

**Event – University:** An event or activity that is initiated, coordinated and delivered by an academic or administrative unit or a recognized student organization within the defined mission and purpose of the university and budgetary control is retained by the University.

**Food Handler:** Any person who comes in contact with or handles food product during the delivery, preparation, and serving for an event. All food handlers must always follow proper health and safety guidelines.

**Food Source:** The location from where the food originates and/or was prepared for consumption. This may mean the food establishment or other sources such as a grocery store, supermarket or wholesale provider. All food sources must be currently licensed and controlled by their applicable county and state government agencies and have an appropriate level of certificate of insurance for University and Public events.

**Funds – Agency:** Funds other than University or State funds (see definition below) for which the University serves as the custodian of the money. Examples would include money from student organization bake sales, club memberships, or other fund-raising activities.

**Funds – Personal:** Money owned by individuals or a group of individuals for their own personal use. These funds are not deposited in either a university or agency account.

**Funds – University or State:** Includes all funds accounted for through the official university records. These funds would include, but not be limited to GPR, program revenue, gift, grant, and segregated fee receipts.

**Non-Potentially Hazardous Foods:** Foods that are not considered hazardous, and do not require heat or refrigeration to retard spoilage in normal serving times. Examples would include potato chips, bagels, non-dairy or non-cream-filled brownies, cookies, donuts, cupcakes, popcorn, and food products that are made and contained by a licensed producer that are to be dispensed in the original container and do not require temperature control (e.g. – a packaged candy bar).

**Non-Standard Food Event Authorization (NSFEA):** Authorization required for some events involving food if the event circumstances warrant exceptional, unique, or potentially risky factors for the provision of the food. Health and safety, financial, contractual, and event type factors all determine whether or not this authorization is required. See procedures and flow chart to determine which events require this form.

**Off-Campus Caterers:** Any food establishment or caterer not providing services under the campus University Dining Services contract. The service of off-campus caterers is permitted on campus for University or Public events only when a “*Non-Standard Food Event Authorization*” is approved by the Campus Contract Administrator, UU313 in advance of the event.

**Personal “Brown Bag Lunch”:** A meal or snack purchased or prepared for the sole consumption of an individual. Non-regulated by the University.

**Potentially Hazardous Foods:** Any food reliant on temperature control (heat or refrigeration) to maintain its safety; any food which consists, in whole or in part, of milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, mushrooms, or other ingredients including synthetic ingredients in a form capable of supporting growth of infectious or toxic microorganisms; certain plant products like potatoes, legumes, rice, sprouts, cut cantaloupes and melon.

**Potluck:** A small private affair (normally less than 25 attendees) where individuals who are attending the event are preparing or bringing a food item and the food is consumed by only the individual group, department, and/or organization. These affairs are non-regulated by the University. Potlucks that are publicly advertised or open to the public are not allowed on University property.

**Private Affair:** A small gathering of a group, not considered a University-sponsored event that is neither open to the public nor the entire campus (e.g. – department cookie exchange, informal residence hall floor get-together, a non-meeting luncheon, etc.).

**Service Location:** The location where food is delivered to and/or served to the attendees of an event or meal period (e.g. – academic building, residence hall, Union, campus grounds, etc.). Some service locations (depending on the type of event and food) on the campus require use of the University Dining Services per the dining contractual agreement, such as the University Union and core academic buildings.

**University Dining Services (UDS):** The official contracted organization authorized to provide the manual, retail, and catering dining services for the University.

## **PROCEDURES:**

### **I. Determining Health and Safety Standards**

All University and Public events on University grounds that include food, regardless of funding source, service location, food source, sponsorship, event type, food provider or contractual agreement are required to comply with standard food safety guidelines for the preparation, delivery, storage, and serving of the food as determined by the various county, state, and federal government regulations. **No exceptions.** University Dining Services, Shorewood Club, Weidner Center-approved caterers, and the contracted vending provider are all food providers that are fully trained, and licensed in food safety practices, and follow the guidelines. If an alternative is requested for a food event that may pose a health and safety risk or hazard to the university and the patrons of an event, a *Non-Standard Food Event Authorization* is required, resulting in special training, handling, and provisions to be met if the event is approved. In that case, educational materials and documents (from “Cooking for Crowds: A Volunteer’s Guide to Safe Food Handling” authored by the College of Agricultural Sciences at Penn State University) will be made available to the event coordinator to be followed in order to ensure food safety.

### **II. Determining the Type of Event:**

Generally, small private affairs do not require a “*Non-Standard Food Event Authorization*”, but University and Public events on campus do unless University Dining Services is used as the caterer as required by this policy. **The following is a list of potential University and Public events on the campus that may be in question and/or require special approval:**

#### **A. Athletic Events-**

1. **Concessions and Counter Snack Sales---** The University of Wisconsin-Green Bay Athletic Department is authorized to self-operate concession stands at regularly scheduled university-level athletic competitions, and self-operate a retail snack sales counter utilizing the Athletic Department’s facilities and grounds provided that they are in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus or NCAA policies and procedures. This does not permit any other individual, group, business, or caterer to provide these services.
2. **Bayfest---** The University of Wisconsin-Green Bay Athletic Department is authorized to solicit, select, and authorize approved individuals, groups, and businesses to sell and distribute food and/or beverages at the annual Bayfest event provided that they are in compliance with all Health and Safety

Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus, county, state or NCAA policies and procedures associated with temporary food establishments.

3. **Team Meals During Away Games and Campus Holiday Periods---** The University of Wisconsin-Green Bay Athletic Department is authorized to utilize University and/or Agency funds to provide meals for student athletes, coaches, and other team personnel during all Away Games and during campus holidays and other periods of time when the University Dining Services may not be able to provide meal service, provided that the Athletic Department is in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus or NCAA policies and procedures. After reviewing the schedule with UDS, Athletics will submit a summary outlining the meals that University Dining Service is not able to provide for the coming years' events with a "*Non-Standard Food Event Authorization*" to obtain advance approval from the Campus Contract Administrator, for these meals.

**B. Bake or Food Sales** - Officially recognized student organizations are authorized to hold Bake or Food Sales of *Non-Potentially Hazardous Foods* \*\*on the UW-Green Bay campus in approved locations after reserving space with University Reservations (UU306) and provided that they are in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), Student Life policies for student organization sales, and any other applicable campus policies and procedures. A "*Non-Standard Food Event Authorization*" is **not required for these events unless *Potentially Hazardous Foods*** are to be sold or given away (e.g. – Art Agency's Chili/Bowl Sale), then a "*Non-Standard Food Event Authorization*" is **required** with advance approval by the Campus Contract Administrator. Special handling will be required if approved.

\*\* Note – Appendix A of this document provides a summary of food safety practice guidelines for student organizations sponsoring bake or non-potentially hazardous food sales. Copies of the guidelines are also available from University Reservations, Student Life, Campus Contract Administrator, and Risk Mgmt.

**C. Cultural Events-** The University of Wisconsin-Green Bay recognizes the importance of University and Public cultural events, and understands the necessity to prepare and deliver truly authentic multicultural and ethnic foods to enhance these events. In an effort to ensure that the authenticity and cultural traditions are upheld while at the same time, maintaining compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures, there is a continuum of options available to meet the food needs for these events. If there is potential for some products to be donated or provided at a reduced price, they must be obtained from a controlled and currently licensed vendor. The continuum of options includes:

1. University Dining Services performs all aspects of the catered event. A "*Non-Standard Food Event Authorization*" is **not required for this option.**

2. University Dining Services performs the majority of all aspects of the catered event to include product ordering, preparation, delivery and service, and clean up, and the dining contractor's pricing is based upon complete cost recovery. Recipe and menu development is completed with the advisement and guidance from the campus sponsoring organization. A "*Non-Standard Food Event Authorization*" is **not** required for this option.
3. A guest chef or cook (approved by the sponsoring campus organization and the university) with a specialty in the ethnic food of choice is sub-contracted with and supervised by University Dining Services to:
  - a. Coordinate the product ordering through the dining contractor's supplier or other approved, licensed suppliers, and prepare the menu within campus facilities
  - b. Recipe and menu development is completed with the advisement and guidance from the campus sponsoring organization. Advance taste testing would be included.
  - c. Delivery and service of the catered event may be offered by the dining services staff and/or with participation by the members of the sponsoring organization.
  - d. Clean up would be a collaborative effort unless the organization determines the dining contractor should cover.

A "*Non-Standard Food Event Authorization*" with approval from the Campus Contract Administrator **is required** for this option.

4. A guest chef or cook (approved by the sponsoring campus organization and the university) with a specialty in the ethnic food of choice is independently invited to the campus to:
  - a. Coordinate the product ordering through the dining contractor's supplier or other approved, licensed suppliers, and prepare the menu within campus facilities under the supervision of the dining contractor.
  - b. Recipe and menu development is completed with the advisement and guidance from the campus sponsoring organization. Advance taste testing would be included.
  - c. The guest chef or cook would be responsible for having the appropriate levels of liability insurance established by the state, since they would not be agents of the university or the dining contractor.
  - d. The fee (if applicable) for the guest chef or cook would be the responsibility of the sponsoring organization.
  - e. Delivery and service of the catered event may be offered by the dining services staff and/or with participation by the members of the sponsoring organization.
  - f. Clean up would be a collaborative effort unless the organization determines that the dining contractor should cover.

A "*Non-Standard Food Event Authorization*" with approval from the Campus Contract Administrator **is required** for this option.

5. University Dining Services works collaboratively with the sponsoring campus organization, its members and advisors to perform all aspects of the catered event:
  - a. Recipe and menu development is completed with the advisement and guidance from the campus sponsoring organization. Advance taste testing would be included.
  - b. UDS working with the campus sponsoring organization to secure culturally authentic items, completes product ordering.
  - c. Preparation of food is completed in a campus facility with the assistance from the sponsoring campus organization. Supervision and main preparation would be by University Dining Services staff. An authorized list of the sponsoring organization's members allowed in the kitchen preparation areas will be developed and approved by the dining contractor and enforced by the sponsoring organization.
  - d. Delivery and service of the catered event may be offered by the dining services staff and/or with participation by the members of the sponsoring organization.
  - e. Clean up would be a collaborative effort, unless the organization determines that the dining contractor should cover.

A “*Non-Standard Food Event Authorization*” with approval from the Campus Contract Administrator **is required** for this option.

**D. Food Delivery Services-** Individuals or small groups may order food from off-campus delivery services (such as pizza delivery) for their personal consumption, or for private affairs in private office areas or rooms, provided that they are in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures. Food delivery service cannot substitute for a catering for a university or public event in university facilities. A “*Non-Standard Food Event Authorization*” is **not required** for these meals.

**E. Events or Gatherings in Residence Life areas-**

1. **Non-Potentially Hazardous Foods---** Group events for residents of Housing and serving only Non-Potentially Hazardous Foods are authorized without the use of University Dining Services as the caterer, if approved by the Office of Residence Life and in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures. Use of UDS to provide for these events is encouraged, but not required. A “*Non-Standard Food Event Authorization*” is **not required** for these events.
2. **Potentially Hazardous Foods---**
  - Small Groups (one floor or less, usually less than 100 students)---** Group events for small groups of residents of Housing (one floor or less considered private affairs) but serving Potentially Hazardous Foods are authorized without the use of University Dining Services as the caterer if approved by the Office of Residence Life and in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures. A

*“Non-Standard Food Event Form”* **is still required** for these events, and use of UDS is encouraged.

**Large Groups (more than one floor)---** Group events for large groups of residents of Housing (more than one floor) and serving Potentially Hazardous Foods must utilize the services of University Dining Services, and receive approval from the Office of Residence Life. Any **exceptions require** a *“Non-Standard Food Event Authorization”* with approval from the Campus Contract Administrator. The group event must also be in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures.

**F. Off-Campus University Events (including the Ecumenical Center) -** All Off-Campus events that include food such as University-sponsored or attendance at conferences, meetings, fund-raisers (including grocery store Brat/Hamburger sales), etc. must be in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies, and procedures *as if the event were held on campus*. A *“Non-Standard Food Event Authorization”* **is not required for these events**.

**G. University events at Off-Campus Food Establishments-** Any event held at an off-campus food establishment must be in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures *as if the event were held on campus*. A *“Non-Standard Food Event Authorization”* **is not required for these events**.

**H. Potlucks-** University departments and groups shall be permitted to have infrequent “potlucks” in their areas for only their group members or employees as private affairs, provided no outside catering or group purchase of food is included and no university owned equipment is involved and provided that they are in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other applicable campus policies and procedures. A *“Non-Standard Food Event Authorization”* **is not required for these events**.

**I. Shorewood Golf Course Events -** The Shorewood Golf Course is owned and operated by the University of Wisconsin-Green Bay and is authorized to self-operate a limited restaurant service in the clubhouse. The Shorewood has highly trained staff and the proper equipment for the safe serving of food. All food served at Shorewood must be prepared and served by their staff, or must meet all terms of this policy and receive prior approval from the Shorewood Golf Course Manager. A *“Non-Standard Food Event Authorization”* **is not required for these events**.

**J. Summer Camps and Nutrition-related Classes-** Summer camps and for-credit classes sponsored by the University may include cooking classes, nutritional science classes, or similar programs that include direct supervision by a qualified instructor. These programs must be in compliance with all Health and Safety Procedures (as outlined in this policy), Financial Procedures (as outlined in this policy), and any other



applicable campus policies and procedures. A ***“Non-Standard Food Event Authorization”*** is **not** required for these events.

**K. Vending Services-** The University, with representation from student, faculty, and staff constituencies, has selected a contractor to provide University Vending Services for the campus community and who has highly trained staff and the proper equipment for the safe serving of vended food on campus. The University may restrict any and all foods from being served, sold or given away on the campus that are in violation or in competition with the University’s contractual agreement with the Vending Services contract.

**L. Weidner Center Events-** The Weidner Center for the Performing Arts is owned and operated by the University of Wisconsin-Green Bay and has highly trained staff and the proper equipment for the safe serving of food at the Weidner Center. All food served at the Weidner Center must either be served by their staff, University Dining Services, or an approved caterer, and meet all terms of this policy and receive approval from the Executive Director of the Weidner Center. If the event is a University event, the sponsoring university organization must use University Dining Services as the caterer unless a *“Non-Standard Food Event Authorization”* is approved by the Campus Contract Administrator.

### **III. Determining Financial Procedures per Sources of Funding**

#### **A. University Funds-**

Administrative and Academic Units may purchase food with State funds provided that the following conditions are met:

1. Food is ordered from the University Dining Services or the Campus Contract Administrator has approved a *Non-Standard Food Event Authorization* if required.
2. The food is part of a bonafide business meeting or university event and satisfies the criteria and definitions stated in the “Headquarters City and UW-Sponsored Events” policy found at the following web site: [www.uwsa.edu/fadmin/meetguid/appa.htm](http://www.uwsa.edu/fadmin/meetguid/appa.htm) .
3. The required documentation per the previously noted UWS policy accompanies the request for payment.
4. If the purchase is for non-prepared, non-hazardous foods under \$50.00, it must still meet criteria #2, but is exempt from criteria #1.

Student Organizations may purchase food with State funds provided that the following conditions are met:

1. Food is ordered from the University Dining Services or the Campus Contract Administrator has approved a *Non-Standard Food Event Authorization* if required.
2. The food is an acceptable expenditure per the UWS guidelines for the use of student segregated fees (FPPP 20).
3. The required documentation per the previously noted UWS policy accompanies the request for payment.
4. If the purchase is for non-prepared, non-hazardous foods under \$50.00, it must still meet criteria #2, but is exempt from criteria #1.

## **B. Agency Funds-**

University administrative and academic units, and student organizations may use agency account funds to purchase food provided that the following conditions are met:

1. Food is ordered from the University Dining Services or the Campus Contract Administrator has approved a *Non-Standard Food Event Authorization* if required.
2. The meeting or event for which the food is requested aligns with the mission of the sponsoring organization or unit. (Note: Payment for food for a university employee may have an IRS taxable fringe benefit implication if the event does not constitute a bonafide business meeting.)
3. Meals provided off-campus may be reimbursed from agency account funds if charges are properly documented.
4. If the purchase is for non-prepared, non-hazardous foods under \$50.00, it must still meet criteria #2, but is exempt from criteria #1.

## **C. Personal Funds Used for University Events-**

Students and employees using their own personal funds to purchase food items will be exempt from these financial procedures, but are still subject to all Health and Safety Procedures (as outlined in this policy) and any other applicable campus policies and procedures for any University event. No reimbursement will be provided for these purchases.

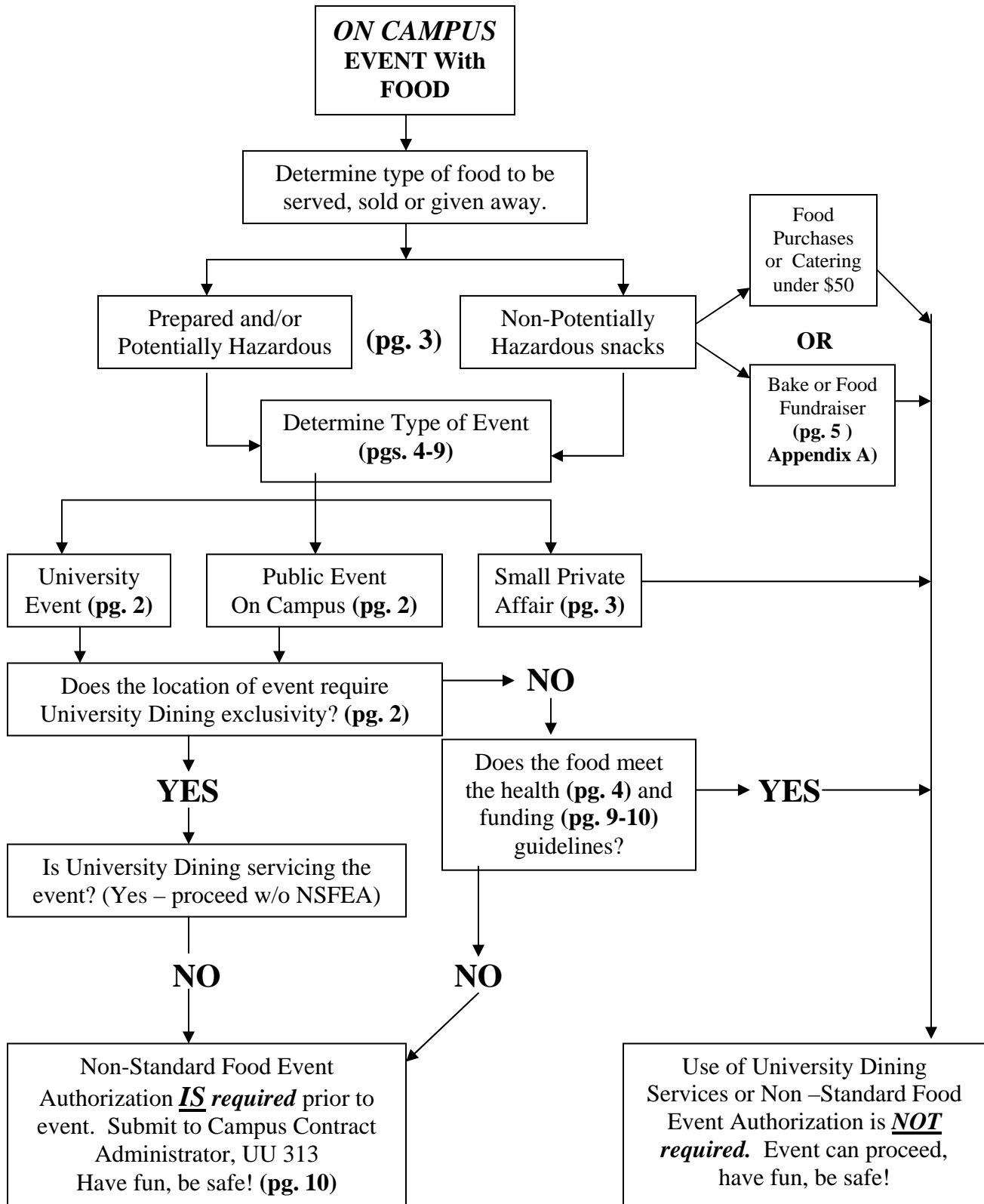
## **D. Donations (Gifts-in-Kind)-**

Any food that is donated for a University event must be in compliance with these Food Event Policies and Procedures and be in compliance with all Health and Safety Procedures. *Potentially Hazardous Foods* will normally not be approved for acceptance. The University may not participate in establishing a monetary value of a gift-in-kind and must comply with the guidelines established by UW system policy (G2): Extramural Support Administration, which can be referenced at [www.uwsa.edu/fadmin/gapp/gapp2](http://www.uwsa.edu/fadmin/gapp/gapp2) .

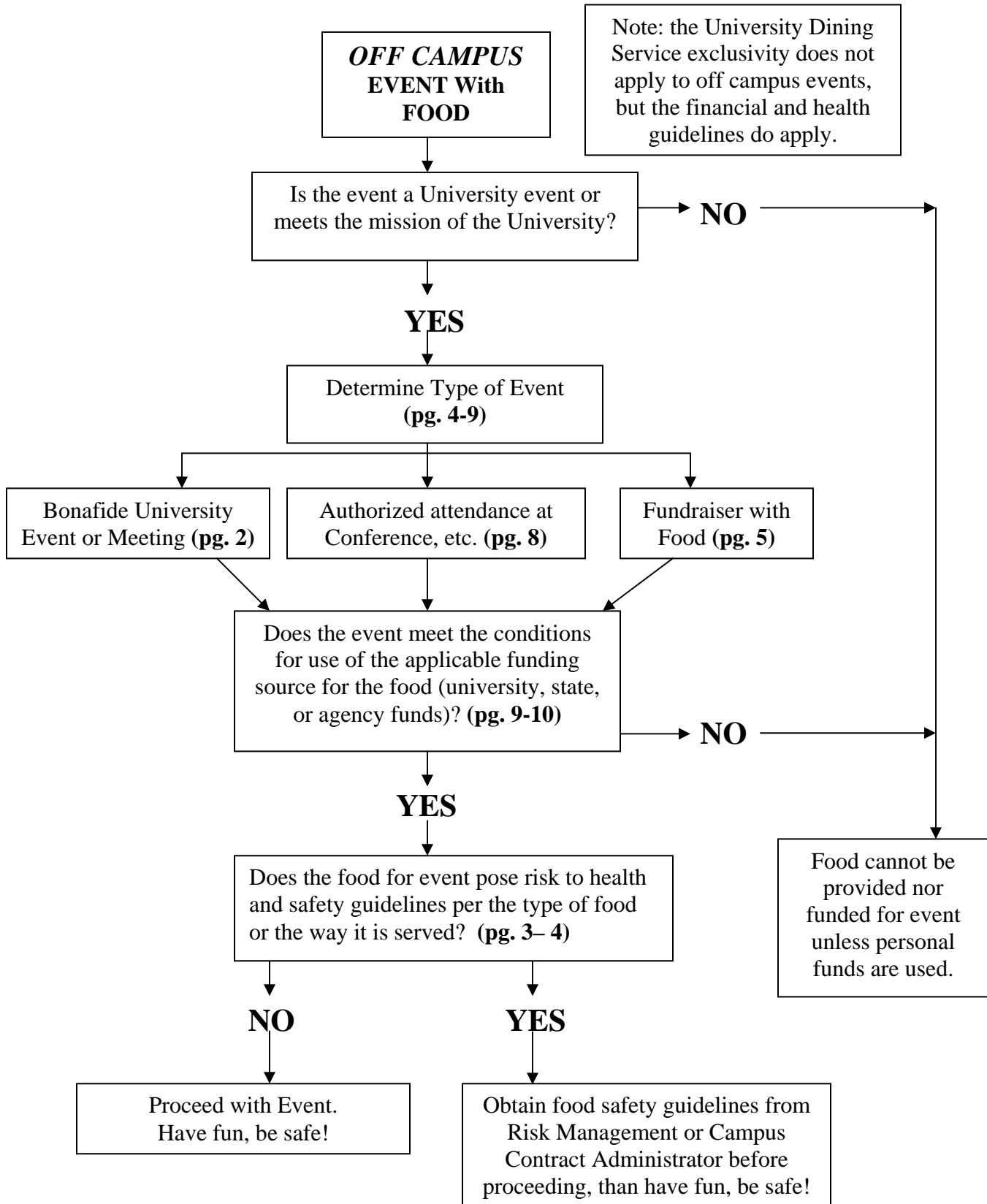
## **IV. Completing a *Non-Standard Food Event Authorization (NSFEA)***

Food events that require use of a “*Non-Standard Food Event Authorization*” must receive approval from the Campus Contract Administrator prior to the event taking place. Forms are available from University Reservations (UU306), on-line located at [www.uwgb.edu/union/nsfea/index.asp](http://www.uwgb.edu/union/nsfea/index.asp) or obtain the form in a printable format at [www.uwgb.edu/union/assests/pdf/nsfea.pdf](http://www.uwgb.edu/union/assests/pdf/nsfea.pdf) . NSFEA requests received by the Campus Contract Administrator less than 14 days prior to the food event, risk non-approval. The decision of the Campus Contract Administrator will be shared with the requestor in a timely manner. The Food Event in question may not proceed without the authorization request being approved.

**Decision Making Flow Charts for On Campus Food Events**  
(please refer to identified pages in policy)



**Decision Making Flow Charts for Off Campus Food Events  
(please refer to identified pages in policy)**



## **RESOURCES FOR ADDITIONAL INFORMATION:**

### Campus Contract Administrator-

University Union, Suite 313; 465-2090 FAX 465-2020

### Controller's Office-

Environmental Sciences, Room 109; 465-2302 FAX 465-5104

### Internet Sites-

[www.FoodSafety.gov](http://www.FoodSafety.gov) (Gateway to Government Food Safety Information)

[www.fstea.org](http://www.fstea.org) (Food Safety Training and Education Alliance)

[www.nal.usda.gov/fnic/foodborne/idx.html](http://www.nal.usda.gov/fnic/foodborne/idx.html) (Food borne Illness Information)

### Organization Finance Office (OFO)

University Union, Room 110; 465-2200 x 45

### Purchasing and Accounts Payable Office-

Instructional Services, Room 1038; 465-2522

### Residence Life Office-

Community Center; 465 2040

### Risk Management-

Cofrin Library, Suite 805; 465-2273

### Student Life Office-

University Union, Room 153; 465-2200 x 40

### University Dining Services-

Catering, University Union, Suite 306; 465-2200 x 31

General Manager, University Union, Suite 306; 465-2200 x 27

### University Reservations-

University Union, Room 306; 465-2200 x 18 or 28

## **Appendix A – Food Event Policy**

### **General Food Safety Guidelines for Bake Sales and Non-Potentially Hazardous Food Sales**

1. Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, serving, transporting, displaying, and selling bake sale items.
2. Those (food handlers) preparing, packaging, transporting, displaying, or selling bake sale items must be free of communicable diseases such as colds, the flu, and hepatitis. Their hands and arms must be free of wounds, cuts, and sores.
3. Those (food handlers) contributing to or participating in the event must wash their hands with soap before working and after each break (rest room, smoking, etc.).
4. The food handlers should not handle the money exchange; a separate organization member should serve that role.
5. Organizers should maintain a list of everyone contributing food items to the sale or event. The list should include each contributor's name and contact information.
6. A disclaimer should be displayed indicating "Ingredients information is not available so if you have a food allergy, please make a safe purchase decision."
7. All food ingredients used must be pure, wholesome, free from contamination, and be obtained from a licensed and approved food source (grocery store, etc.)
8. All food items and plates or containers they are transported in, served on, and displayed in should be completely wrapped (plastic wrap, tin foil, container lid, etc.) It is encouraged that serving/selling portions are individually wrapped.
9. Any eating utensils provided should be single use and disposable, and wrapped to prevent contamination.

See also – "Conducting Safe and Successful Bake Sales" from Cooking for Crowds: A Volunteer's Guide to Safe Food Handling, published by the College of Agricultural Sciences at Penn State University.

**University of Wisconsin-Green Bay  
Non-Standard Food Event Authorization (NSFEA)**

**Instructions:** Please refer to the UWGB Food Event Policy before completing this form. This form must be submitted to the Campus Contract Administrator at least 14 days prior to the event. The food aspects of the event cannot take place until authorization is approved.

**Event, Contact and Funding Information**

Organization Name		Date Filed	
Event Contact Name		Phone #	
Address		FAX #	
Name of Event		Date of Event	
Location of Event		Time of Event	

Type of Event:    \_\_\_ University    \_\_\_ Public    \_\_\_ Private Affair

Funding Source:    \_\_\_ University/State    \_\_\_ Agency    \_\_\_ Personal    Amount? \_\_\_\_\_

**Food Source and Safety Information**

<b>TO BE COMPLETED BY REQUESTOR (Event Contact)</b>	<b>COMPLETED BY CCA</b>
List the foods you will be serving, selling, or giving away at the event.	A - Approved    D - Disapproved
List the name (s) and address (s) of the food source. How will food be transported?	
Who will be the food handlers and servers?	
Check equipment and practices that will be used to ensure food safety? <input type="radio"/> Disposable Gloves <input type="radio"/> Serving Utensils <input type="radio"/> Hair Nets/hats <input type="radio"/> Disposable Utensils <input type="radio"/> Food Thermometer <input type="radio"/> Hand Washing (location?) _____ <input type="radio"/> Documented temperature every ½ hour of service.	

**Signature of Event Contact:**

\_\_\_\_\_ APPROVED  
 Your request for authorization for this food event has been approved. The Event Contact is responsible for ensuring compliance with safe handling of food, all other Food Event Policy guidelines, any comments to be addressed above as the event proceeds, and must refer to the educational materials and documents attached to ensure food safety.

\_\_\_\_\_ DISAPPROVED  
 Your request for authorization for this food event has been disapproved for the reasons noted below and comments listed above.  
 \_\_\_\_\_ Lack of Information    \_\_\_\_\_ Transporting  
 \_\_\_\_\_ Food Source                \_\_\_\_\_ Handling/Servers  
 \_\_\_\_\_ Type of Food                \_\_\_\_\_ Other  
 Requires use of University Dining Services

Reviewed by		Date	
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