

**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 #	
Campus 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

TO BE COMPLETED BY REQUESTOR (Event Contact)	COMPLETED BY CCA
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="checkbox"/> Disposable Gloves <input type="checkbox"/> Serving Utensils <input type="checkbox"/> Hair Nets/hats <input type="checkbox"/> Disposable Utensils <input type="checkbox"/> Food Thermometer <input type="checkbox"/> Hand Washing (location?) _____ <input type="checkbox"/> Documented temperature every ½ hour of service.	

Signature of Event Contact:

<p><input type="checkbox"/> APPROVED</p> <p>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.</p>	<p><input type="checkbox"/> DISAPPROVED</p> <p>Your request for authorization for this food event has been disapproved for the reasons noted below and comments listed above.</p> <p><input type="checkbox"/> Lack of Information <input type="checkbox"/> Transporting <input type="checkbox"/> Food Source <input type="checkbox"/> Handling/Servers <input type="checkbox"/> Type of Food <input type="checkbox"/> Other <input type="checkbox"/> Requires use of University Dining Services</p>
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Reviewed by		Date	
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