

FOOD SALES REQUEST FORM

Name of student organization: _____

Contact person: _____ Email: _____

Address: _____ Phone: _____

Date/s of fundraiser: _____

Name of charity: _____

Phone: _____

Email: _____

Describe food items:

Food purchased from: _____

Food prepared in approved UW kitchen facility by: _____

Attach copies of Food Handler's Permits of all persons involved in food preparation.

Checklist of Requirements for Holding a Food Sale for Your RSO

Obtain approval of facility manager:

Signature of facility manager

Date

Obtain approval of Environmental Health & Safety and provide SAO a copy of signed EH&S Temporary Food Service Event Application Form by _____.

Ensure at least two members of student group have been designated to monitor fundraising activities at all times.

Provide SAO with copies of bank deposit slips showing fundraiser revenues.

Provide SAO with complete revenue report following fundraising.

Schedule an evaluation meeting with SAO advisor by _____.

Signature of student organization contact

Date

Student Activities Office advisor approval

Date

SERVING FOOD ON CAMPUS

All food sold or served on University premises must meet applicable health standards as interpreted by the Environmental Health and Safety Department. Food offered for consumption **must** be:

1. Obtained from approved wholesale or retail sources.
2. Prepared in an approved location, e.g., restaurant, bakery, or approved campus food-service facility. (Home-prepared foods and potluck-style gatherings are prohibited.)
3. Prepared and served by persons with valid Food Handler's Permits from the King County Health Department.
4. Processed, stored and transported by methods which effectively avoid microbial growth, contamination, or adulteration.

Registered student organizations wishing to provide food for their members and guests at meetings or other events should meet with an advisor in the Student Activities Office in the early stages of planning to ensure the event will be in compliance with all University regulations.

Due to the variety of conditions related to temporary food service operations, there may be restrictions on foods or methods allowed for serving food at an event. A Temporary Food Service Event Application Form must be filed with the Environmental Health and Safety Department at least two weeks before an event. Applications are available at the Student Activities Office, most facility reservation offices, and Environmental Health and Safety.

Additional Regulations

Student organizations should be aware of the following additional regulations which may apply to a proposed fundraising event:

- The sale of food not commercially prepared and wrapped requires clearance from the Environmental Health and Safety, 201 Hall Health Center, (206) 543-9510.
- Registered student organizations planning to sell items are responsible for obtaining the appropriate city and state business licenses and for paying state tax on revenues. Contact the Seattle Department of Licensing and Consumer Affairs for more information at (206) 684-8484.