

CPCC Student Life & Student Organization Regulations for Selling Food

Revised: 10/10/07

Student Organizations meeting the following requirements to sell or give away food must contact Student Life two weeks in advance of the event and must complete a *Food Sale Information Form*.

In accordance with the rules and regulations set by the Mecklenburg County Health Department and the General Statutes of North Carolina, CPCC Student Organizations wishing to sell or give away food on any CPCC campus must abide by the following:

PLAN TO SELL FOOD?

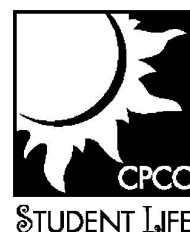
- Officially sanctioned CPCC Student Organizations may sell food considered non-perishable (such as pre-packaged chips & drinks), "bake sale" items (such as cookies, brownies, donuts, pre-packaged candy, crisped-rice treats, etc.), or "Fun Foods" such as dip ice cream, coffee, popcorn, candy apples, cotton candy, funnel cakes, and soft pretzels. Potentially hazardous items such as cream-filled cakes, pies are prohibited.
- Officially sanctioned Student Organizations may sell **hot food** only if they can provide documentation proving they are exempt from federal income tax (having 501(c)(3) status). *If your organization falls within this category, Student Life must receive a copy of the document noting your non-profit status. Copies will then be kept on file for use when requested by the Health Department.*
- Student Organizations having 501(c)(3) status are exempt from obtaining a permit by the Health Department, and may only sell hot food or drink once a month, for a period not to exceed two consecutive days.

PLAN TO GIVE AWAY FREE FOOD?

- Officially sanctioned CPCC Student Organizations are permitted to give away food at no cost. Organizations may receive petty cash advances paid out of their on-campus account to purchase food and/or ingredients. Petty cash reimbursements after purchases will not be issued.

For more information about Mecklenburg County Health Department regulations for Temporary Foodservice Events, please visit:
<http://www.charmeck.org/Departments/Health+Department/Environmental+Health/Food+and+Facilities+Sanitation/Home.htm>

Student Life appreciates your cooperation with these regulations. If your organization has any questions about selling food or would like to learn more about the regulations set forth by the Health Department, please contact Student Life on your campus, or call 704-330-6584.



CPCC Student Organization Food Sale Information Form

Student Organization: _____

Member completing form: _____ Date: _____

Phone: _____ Email: _____

Advisor Name: _____ Phone: _____

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Date(s) of Event: _____ Time: _____

Location: _____

We plan to (circle one): Sell Food Sell Fun Food only Give away food

If you circled "Sell Food," does your organization have documentation of your 501(c)(3) status on file with Student Life? Y N SL Staff initials _____

I am applying for a petty cash advance. Y N SL Staff initials _____

Please provide a brief description of what your organization plans on selling or giving away. Please be specific. _____

As the designee representing this CPCC Student Organization, I have thoroughly read the CPCC Student Life Regulations for Selling Food and understand the standards for having food available for sale or as a give-away at this event. Our organization agrees to abide by clean and sanitary standards and we ensure that the food we provide is clean and safe for consumption.

Signature of student

Date

Signature of advisor

Date

Signature of Student Life staff

Date

This form must be completed for each individual event and is good for this event only.