



Food Sale Form

Food Guidelines:

Student organizations are required to adhere to policies set by the College and the Mecklenburg County Health Department when involving food at events and fundraisers. Please consult Student Life staff when adding food for sale to your meeting or event. Note: In order to sell or give-away food, a student(s) must be representing an officially recognized CPCC student organization.

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

Plan to sell food?

- *Officially recognized student organizations may sell food considered non-perishable (such as pre-packaged chips and drinks), bake sale items (such as cookies, brownies, pre-packaged candy, rice-crispy treats, etc.), or "fun foods" (such as dip ice cream, coffee, popcorn, cotton candy, and soft pretzels).
- *Potentially hazardous items such as cream-filled cakes and pies are prohibited.

Plan to sell HOT food (hamburgers, pizza, hot dogs, etc.)?

- *Officially recognized student organizations may sell hot food only if they can provide documentation proving they have 501(c)(3) status and are exempt from federal income tax. If your organization can prove official recognition as a member of an over-arching non-profit group, and has accurate documentation on file with Student Life, your organization may be able to sell hot food (in line with regulations outlined by the Mecklenburg County Health Department).
- *These student organizations may only sell hot food once a month, for a period not to exceed two consecutive days.
- *For more information about regulations for temporary food service events, please refer to the Mecklenburg County Health Department.

Plan to give away FREE food?

- *Officially recognized student organizations are permitted to give away food (non-perishable or hot) at no cost.
- *Organizations do not have to have documentation of 501(c)(3) status if they are giving away food, as long as there is no charge for the food or donation accepted.

Plan to have someone else sell food for you?

- *Student organizations partnering with an outside vendor or caterer to sell food for a profit must complete the Food Sale Form and attach to that document: the name of the vendor, contact information for the vendor (including phone and email), and a description of how the profit will be shared between the vendor and the student organization.
- *CPCC Student Life will share the information with appropriate staff in College Services to ensure that the partnership does not violate other vending service agreements on campus. Student Life will also work with College Services to ensure that the vendor is appropriately licensed to sell food. Student Life and College Services must grant approval to the student organization before the fundraiser can be held.

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 the Associate Dean of Student Life.



Food Sale Form

Name of Student Organization: Date:

Name of Person Submitting Form: Phone:

E-mail Address:

Advisor Name: Phone:

Event Information:

Name of Event:

Date(s) of Event: Time(s): Location (campus, building, room):

We want to (check all that apply):

- Sell HOT food* Sell FUN food Give away HOT food Give away FUN food

*Does your organization have documentation of your 501(c)(3) status on file with Student Life?

(Only student organizations that are chapters of national non-profit organizations can sell hot foods).

- YES
 NO

Are you applying for a petty cash advance?

- YES (Attach Petty Cash Form) NO

Food Sale Description:

Provide a brief description of what food/beverages your organization plans on selling or giving away. Be specific.

Equipment/Supplies Needed:

Provide a list of Student Life equipment or supplies, including amount, that you may need for your event (i.e. tables, chairs, popcorn machine, extension cord, etc.)

As the designee representing this CPCC student organization, I have thoroughly read the Student Organization food guidelines 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.

Student Signature: Date:

Advisor Signature: Date:

Student Life Signature: Date: