**Form 0717. Student Life Acknowledgement of Food and Beverage Guidelines for Clubs and Organizations**

**INSTRUCTIONS**

* This acknowledgement form is for Clubs and Organizations planning to provide food and drinks during an event (either for fundraising purposes or not) and should be submitted to the office of Student Life along with **Form 0715. Club-Organization Event Proposal Request Form** for approval.
* Please note that only registered Gold Clubs may fundraise and collect money. All fundraisers must be approved by Student Life first.

**Part A: EVENT DETAILS**

|  |  |
| --- | --- |
| **Club(s) Name(s):** | **Campus:** |
| **Name of Event:** | **Date of Event:** |

Please indicate the type of event you are planning to host for which you will be providing food (Check only one):

* **A.** Small meeting or gathering for members only (not selling anything)
* **B.** Event for members and other students (not selling anything)
* **C.** Event for members and other students to sell and fundraise on campus property
* **D.** Event for members and other students to sell and fundraise outside campus with a restaurant.

**Part B: ACKNOWLEDGEMENT OF GUIDELINES**

Below, please identify the guidelines that you must consider (indicated with a check mark) based on the type of event you are planning, **A, B, C,** or **D:**

| **CLUB or ORGANIZATION MUST** | **Event A** | **Event B** | **Event C** | **Event D** | **Your Initials** |
| --- | --- | --- | --- | --- | --- |
| Read and follow the NOVA Guidelines for the Service and Selling of Food and Beverage on Campus by Student Organizations (Read **Appendix A, page 4)** |  |  | Checkbox Checked with solid fill |  |  |
| Display cards next to each food providing the following information:   * List of ingredients and allergens next to each food and beverage offered. * Make the distinction between homemade, prepacked, and restaurant made food next to each food and beverage offered. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |  |
| Inform each student about the possible risks of allergies  (Read **Appendix B, page 5)** | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |
| Club members or individuals manipulating food and beverages must wear food safety and use clean serving utensils. | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |
| With prepackaged items bought from a store such as individual bags of chips, granola bars, candy bars, etc.:  Please ensure that the food information is visible for students prior to consumption. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |  |
| With prepared food from a RESTAURANT or STORE such as tacos, ramen, BBQ, sandwiches, kebabs, etc.:  Please ensure that the information is visible for students prior to consumption. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |
| With baked goods bought from a store, such as packaged and prepared goods from a professional bakery, etc.:  Please ensure that the food information is visible for students prior to consumption. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |
| With homemade baked goods, brownie trays, cookies, etc. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |  |
| With drinks bought from a store and prepacked in individual containers, or bulk mixed and poured into cups etc.:  Please ensure that the food information is visible for students prior to consumption. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |
| With homemade drinks prepared at home or during the event:  Please display mixing ingredients and containers for students to see how the drinks are made and ensure that information is visible for students prior to consumption. |  | Checkbox Checked with solid fill | Checkbox Checked with solid fill |  |  |

**Part C. What types of food and beverages are allowed, and which ones are not?**

|  | **Event A** | **Event B** | **Event C** | **Event D** |
| --- | --- | --- | --- | --- |
| We tested 16 popular candy bars—and this was the best one - Reviewed Party Snack Box Can SodaWhy You Should Always Shake Chip Bags Before Opening | The Kitchn | **YES** | **YES** | **YES** | **YES** |
| Granny’s Chocolate Chip Cookies Creamy Rice Pudding Easy Homemade Brownies - My Texas Kitchen1 Gallon Drink Dispensers For Parties,Beverage Dispenser With  Stand.Lemonade Dispenser,Sun Tea Jar,Iced Tea Pitcher With 18/8 Stainless  Steel Spigot ... | **YES** | **YES** | **YES** | **YES** |
| Boxed Lunch Catering Delivery Near You ... The Mills Apartment Homes - Hi! We have some chocolate chip, oatmeal  raisin, and m&m cookies from Panera at the office. Thank you to one of the  residents here at the mills chik fil a cup for my fountain drink ...Panera — Katie Rominger | **YES** | **YES** | **YES** | **YES** |
| If you poke holes in a hamburger patty, does it cook more evenly or faster?  - Quora Gas vs. Electric Stoves: Which Is Best? | Whirlpool K Kabob Afghan restaurant review in ... Cheeseburger Meat Loaf | **YES** | **NO** | **NO** | **YES** |

**Part D. ACKNOWLEDGEMENT**

On behalf of the club(s) listed in this form, I certify that I have read **the Food and Beverage Guidelines for Clubs and Organizations,** and that I will ensure that the event will be in compliance with the guidelines provided by Student Life.

**Student Name and Last Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key**

**A.** Small meeting or gathering for members only (not selling anything)

**B.** Event for members and other students (not selling anything)

**C.** Event for members and other students to sell and fundraise on campus property

**D.** Event for members and other students to sell and fundraise outside campus with a restaurant.

For questions, contact theStudent Life office at the campus where the event will be hosted.

**Email: ANStudentLife@nvcc.edu, Phone: 703-223.3147, Office CFH 224 Mon – Fri 9am – 5pm**

**Appendix A: NOVA Guidelines for the Service and Selling of Food Aad Beverage on Campus by Student Organizations**

**A close-up of a document

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**Appendix B: Be prepared for a Food Allergy Emergency**

A poster with a person with an allergy

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