

**FOOD POLICY AND PROCEDURE FOR STUDENT ORGANIZATIONS  
AND DEPARTMENTAL UNITS  
EFFECTIVE 7/1/14**

**POLICY:**

The food policy shall apply to all student organizations and budgeted departmental units on the Southeastern campus and its associated off-campus sites and foster the following:

1. Protect the health and safety of students, faculty, staff and its guests.
2. Encourage food storage, preparation and handling in Campus Dining facilities whenever possible.
3. Ensure external providers contracted to prepare and serve food at University facilities are adequately insured. (See outlined in procedure #3)
4. Ensure student organizations or departmental units exercise and understand their responsibility through the Food Safety Course if Campus Dining or an insured provider is not used.

**PROCEDURE:**

1. Student organizations and departmental units intending to sponsor or host events involving purchasing food items requiring preparation and/or handling of raw or perishable food items, shall secure approval for the event and the purchase from the Office of the Dean of Students. This waiver form only applies to events not held in Campus Dining facilities and/or catered by Campus Dining.
2. Student organizations and departmental units are encouraged to solicit the services of Campus Dining in the preparation, cooking and/or serving of raw and/or perishable food products. In the event Campus Dining is unable to respond to a food activity need or events event in the time required, or within budgetary allowances, and written approval is secured from the Dean of Students for an exception, the student organization or departmental unit may proceed to other requirements hereinafter stated.
3. Student organizations and departmental units may solicit the services of an external provider in the preparation, cooking and/or serving of raw and/or perishable food products. An external provider must provide Certificate of Insurance verification of General Liability coverage in the amount of \$1,000,000. In addition, Workers' Compensation coverage must also be provided by qualified providers for any provider employees performing services at a University facility. All Certificates of Insurance must reflect current coverage and list Southeastern Louisiana University as a Certificate Holder. Departmental units are responsible to ensure appropriate bid laws are followed in contracting any external providers.
4. Student organizations and departmental units may requisition and purchase raw and/or perishable food products from Campus Dining or external suppliers for preparation and handling provided the following criteria are met:
  - A. At least one individual from the student organization or departmental unit must have attended and completed the Food Safety Course. These classes will be held roughly twice a semester and the certification will be good for two calendar years. At least one certified individual must be present during the entire event.
  - B. Written approval by the Dean of Students has been secured.(See Food Policy Approval Form)
  - C. Adequate cold storage and/or refrigeration are available for perishable food products.

- D. Perishable food items are refrigerated in a timely manner after purchase or processed timely after removal from refrigeration.
  - E. Preparation and/or cooking are performed under sanitary conditions preferably in a kitchen location. Exception: Food cooked on a barbecue grill or in a kettle.
  - F. Items not consumed upon conclusion of the event are refrigerated, contained in a timely manner, or thrown away within a reasonable time immediately after the event.
  - G. The certified individual designated to supervise the food event fully understands his/her responsibility to ensure items C-F above are met.
5. Food may be provided for consumption that is prepared and/or provided at no cost to a student organization or departmental unit for the purpose of goodwill, fund raising, or the saving of funds. A Certificate of Insurance will not be required of the donor, but the University person coordinating and accepting the donation and the responsibility to ensure the health, safety and welfare of those to consume the food items must have attended and completed the Food Safety Course.
6. Requests For Special Meals - In accordance with Section VII-C of the Louisiana Travel Guide: "A department head may authorize a special meal within allowable rates to be served in conjunction with a working meeting of the departmental staff" (department head in this phrase is Dr. John L. Crain, the head of our agency). This request must be fully completed and approved prior to each event. Meal cost per person should fall within the PPM 49 limits. The form that must be completed for Requests for Special Meals can be found on the Controller's Web page at:  
[http://www.selu.edu/admin/controller/facultystaff/travel/forms/guidelines\\_spmeal.pdf](http://www.selu.edu/admin/controller/facultystaff/travel/forms/guidelines_spmeal.pdf)

**This policy does not apply to:**

- 1. Packaged food purchases requiring no preparation, i.e. chips, cookies, crackers, canned dips, donuts, microwave products, etc.
- 2. Food purchases prepared and cooked at the provider's establishment and delivered to the student organization or departmental unit for immediate consumption i.e. pizza, fast food.

**Office of the Dean of Students**

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