

Acknowledgement of Requirements for On Campus Potluck Events

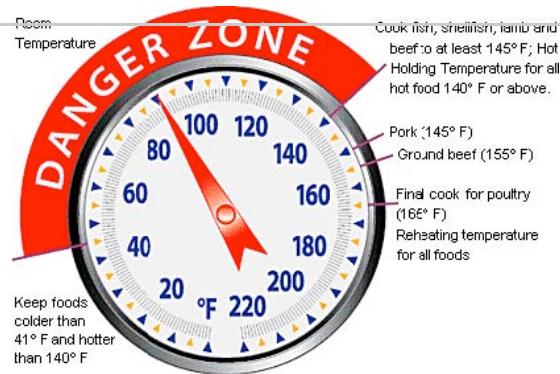
(Must be submitted a minimum of 5 business days before event)

Potluck events are defined as closed events where no money is exchanged and where homemade food is provided by group members to be consumed by group members. Events open to the general university or public, or advertised to the general university or public, are **not** potluck events. Any fundraising efforts must be separate from the potluck event. Events sponsored by a licensed food establishment, or for which food is prepared or held in the kitchen of a licensed food establishment, are not potluck events.

1. The event name must include '**potluck**' so that it is clear to everyone that home-prepared foods will be served. For instance, if a sorority hosts a Welcome Week party, it might be named the "Sigma Delta Phi Welcome Week Potluck".
2. Food service shall be restricted to members of the group.
3. There shall be no general campus advertising of the event.
4. There shall be no invitations to individuals outside the group, such as a potluck to attract new members.
5. Any advertising for the event (i.e. flyers, e-mail, invitations, etc.) must indicate that the event is a potluck.
6. All guests must be invited to bring a dish to share.
7. A notice stating the foods offered are "Home Prepared/Not Inspected" must be prominently displayed at the pot luck event.
8. EHS may cancel the event if it is determined that these requirements have not been followed and/or event has only been called a potluck to avoid obtaining a food permit.
9. Permission to engage in future similar events may be contingent upon compliance with these requirements.

Potluck Food Safety

To ensure the safety of your guests, keep food cold (below 41° F) or hot (above 140° F) to avoid bacterial growth. Never leave foods at room temperature more than 2 hours, transport time and serving time included



Perishable foods that have been prepared ahead of time must be kept refrigerated until it is time to leave and/or serve. Hot food should be reheated rapidly to 165° F at the potluck.

Do not use warming trays or crock-pots to reheat food, use a microwave or oven. If an oven or microwave will not be available, prepare the dish closer to the time of the event, wrap it in blankets and place in an insulated cooler.

Be sure to provide plenty of places to dispose of garbage. Keeping garbage away will help to prevent cross contaminating the food area.

Prevent "double dipping" by ensuring that there is a spoon available for each dip at all times.

Always thoroughly wash hands before making food. Do not to prepare or wrap food for event if experiencing or recovering from nausea, diarrhea, or vomiting.

It is strongly recommended that each dish include a card identifying the ingredients in case any of the guests have food allergies. Also, the preparer's name is helpful if anyone would like to get the recipe.

I / We have read and understand the Department of Environmental Health & Safety Potluck Event Requirements, and agree to adhere to all requirements and policies as presented above throughout the duration of the:

Group/organization: _____ Potluck Event

to be held on _____, 20____, located at

_____.

Signed: _____ Date: _____ Signed: _____ Date: _____

Printed Name: _____ Printed Name: _____

For additional information, contact Dale Livingston at (320) 589-6106 (livingda@morris.umn.edu) or David Swenson at (320) 589-6080 (dswenson@morris.umn.edu).