

CLAYTON STATE UNIVERSITY
FOOD, GRILLING, & FOOD SAFETY POLICY

FOOD

The following food policies are for all food distribution by student organizations, even if they are not using organizational funds.

1. Food is not an allowed expense with SFAB allocated funds, except for campus-wide/university sponsored organizations. All other organizations can use an agency and/or foundation funds for food items, as necessary.
2. For all food distribution in which food is purchased with, or a person will seek reimbursement from, organizational funds (except for members-only meetings and small-scale fundraisers, such as bake sales), a list of recipients must be provided with original signatures from each attendee.
 - a. No payment or reimbursement will be processed without the signature sheet.
 - b. For some large-scale events, a signature sheet may be replaced by a ticket log or Presence/Involve check-in roster, but prior approval is required from Laker Life.
3. For both events and fundraisers, the following items are approved for distribution: (an event registration and space request confirmation may be required to document that it is an official organization event)
 - a. Baked goods (bakery type foods such as cookies, brownies, cakes, etc.)
 - b. Catered foods, prepared in a professional kitchen (see Clayton State University Catering Policy for more information). Laker Life may reserve the right to request a copy of the caterer's license and liability insurance.
 - c. Soft drinks in sealed manufacturer's containers (Pepsi brand only)
 - d. Prepared lemonade or fruit drinks
 - e. Misc. snack foods, upon pre-approval by Laker Life.
 - f. Fruit (single serving, non-cut with a protective skin, such as bananas, apples, oranges)
 - g. Ethnic foods that promote cultural diversity, upon pre-approval by Laker Life.
 - h. If in doubt, ASK!
4. For both events and fundraisers, the following items are NOT permitted:
 - a. Any item that needs to be refrigerated or heated.
 - b. Homemade items, other than bake sale goods (cookies, cake, muffins, and similar items).
 - c. Entrée items (including hot dogs, burgers, etc., except for approved organization member only events and catered events)
 - d. Any item that contains uncooked milk, cream cheese, eggs, whipped cream, yogurt, or frosting made with raw egg yolks or egg whites.
 - e. Any item with a strong or offensive odor may not be distributed in common indoor areas without specific approval.
 - f. Any item that competes with official vendors on campus (Ex. Aladdin, The Grind, the bookstore, Pepsi, etc.)
 - g. If in doubt, ASK!

Clayton State University has granted Aladdin the exclusive right to perform all food services on campus, including catering. Please see the Student Organizations Catering guidelines at [Clayton State University Catering Policy](#). Please consult Laker Life if you have any questions.

GRILLING

1. The Laker Life grill is the main grill for use by student organizations. Grills at Housing locations may be used if there is written approval from Housing & Residence Life for your event to be held there. The waiver sign must be obtained from Laker Life and displayed on site.
2. Your CSU faculty/staff advisor must be present at the event for the student organization to use the grill.
3. The grill may only be used for members-only organizational events. Grilled food items cannot be widely distributed as event catering or as part of a fundraiser.
4. A waiver must be clearly displayed that states that the meat was prepared on-site by non-professionals and warns of the dangers of consuming raw meat. Laker Life will provide an appropriate waiver sign upon approval of the grill use.
5. A separate waiver form must also be signed for all who participate. The waiver form must be submitted to Laker Life no more than 24 hours after the event. Each individual must be given a wristband or a ticket once they have signed the waiver, and they must then present that ticket to get their food from the grill.
6. Meat to be grilled must be brought in 24 hours in advance and kept in the SAC fridge. You must contact Laker Life to arrange this prior to your event.
7. **NOTE:** Meats and many other high risk food items cannot be paid for or reimbursed by any organizational funds.

FOOD SAFETY

1. Anyone preparing or distributing food is required to follow standard food safety practices. It is your responsibility to review food safety guidelines at www.foodsafety.org/.
2. **NUT allergy warning** - All food distribution, including bake sales, must clearly display a warning if the food contains, or may have come in contact with, any nut product.