

#8 Food at student organization events on campus:

- All catering in or around the Student Union must go through Sodexo. Make sure that you notify the Student Union and Sodexo that you will need catering for the event. All registered student organizations are eligible to apply for programming grants from the SGA to cover the cost of food in the Student Union. More information can be found on the SGA website.
- If your event is in any other location on campus (or outdoors) and includes a catered meal, a third-party (including food trucks) vendor must prepare, deliver, and serve the food.
- The vendor providing the food and/or beverage must email Cassie Matheny (cassie.matheny@louisiana.edu) - at least 14 business days in advance of the event – to apply to be a licensed vendor and/or to apply for a parking permit.
- Student organizations should follow these steps for events on campus with catered food (including food trucks):
  - register the event in Engage and receive approval (at least 3 weeks ahead)
  - email a screenshot of the approval to Cassie Matheny (cassie.matheny@louisiana.edu). Include a statement about what you are wanting to do at this event including the vendor you wish to use. Indicate whether the food will be free to students attending your event or if the food will be sold.
  - If the food will be sold (as in a fundraiser), the student organization must indicate in writing that all the proceeds from the sale of food will be given to the student organization. (This is so the vendor will only be charged the non-profit rate to be on campus selling to students).
  - The vendor should also email Cassie with their intention to come to campus on the date you have gotten approval for (at least 14 business days ahead of the event). They should indicate in writing that they will prepare, deliver, and serve the food. If their food will be sold by the organization, they must also confirm that they are donating all proceeds of the sales to the student organization.
  - The vendor will then be directed to provide some documentation to be approved to park and sell food on campus.
- Bake Sale fundraisers – sweet treats and baked goods may be sold only if they are prepared and individually packaged by a third party (a company, not an organization member) AND do not require that a specific temperature be maintained for the health and safety of that food. In addition, all sales should be contactless – money is not exchanged. Venmo, CashApp, or other online payment options are to be used.
- Food at organization meetings – if in the Student Union, organization members may bring their own individual snacks, candy, fast food, etc. Anything beyond

this and provided by the student organization should be catered by Sodexo. All registered student organizations are eligible to apply for programming grants from the SGA to cover the cost of food in the Student Union. More information can be found on the SGA website.

- If not in the Student Union, organization members (or the organization) can have snacks, candy, fast food, sandwiches, etc. If food is purchased by the organization, for all participants at the meeting, this food must be individually wrapped by a third-party and not require maintenance at a certain temperature. The only exception is if the organization orders pizza delivery.