

UNIVERSITY SNACK POLICY

Eagle Dining, January 2010

Recognizing the need for campus organizations to raise money for their respective groups and charities, benefit from the goodwill donations of off-campus food vendors, and host small gatherings in the most inexpensive manner possible, the university has worked closely with Eagle Dining to provide parameters governing the preparation, distribution, and sale of non-Eagle Dining food products on campus. The following policies were developed to meet these needs while at the same time:

- A. Protect the health and safety of the campus community and public
- B. Minimize university and student organization liability
- C. Ensure the university and student organizations are operating in accordance with the law, and in agreement with third party contracts

The University Snack policy includes the entire campus. Southern Miss Catering will handle all the food service needs for the Southern Miss campus with the following exceptions:

MEETINGS:

All Registered student organizations and departments are allowed to bring in snack food and beverages not totaling more than \$100, to organizational and departmental meetings. **Transactions will be reviewed by Procurement and Contract Services.**

A. Approved snacks are limited to the following:

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| -Pretzels | -chips |
| -salsa and dips | -crackers |
| -candy | -popcorn |
| -nuts | -cookies, brownies and cakes |
| -whole fruit | -sodas |
| -snow cones | -vegetable and fruit platters |
| -pizza* | -bottled water |
| -iced tea | -punch and lemonade |
| -sandwiches* | -juice |
| -pre-made hot beverages | |
| -baked goods (cakes, donuts, breads, Rice Krispies treats) | |

**Delivery by vendor to organization/department meeting required*

1. All incidental items (paper plates, tableware, napkins, and cups) may be provided by the student organization or department, or Southern Miss Catering can provide these items for a charge, if requested in advance.
2. The use of appliances that require an electrical supply (coffeepots, crock pots) is not permitted.
3. No food preparation is allowed in meeting rooms on campus.
4. Student organizations and departments that plan to bring food into any facility are responsible for all cleanup of their event. If extra trash bags are needed, they may be obtained from the facility services staff.
5. Rooms must be left in the condition they were found. All trash must be placed in the trash bags obtained from the facility services.

B. **Location Limitations**

No food products can be distributed in any form near a food service operation, food kiosk, or directly adjacent to a facility containing a food service operation or food kiosk. The following are included:

1. Thad Cochran Center and surrounding space
2. RC Cook Union and surrounding space
3. In front of Power House or adjacent courtyard
4. The International Building – patio and sidewalk entrance
5. Space immediately around Stone's Throw
6. Space immediately around Joseph Green Hall

C. Small Bake Sales

Snack Policy food products (listed above) may be sold on campus by student organizations (not departments) under the following circumstances:

1. The products sold fall under the University Snack Policy list of products with the following exceptions: pizza, sandwiches, and drinks may not be sold.
2. The products must be individually wrapped for sale. No portioning at the point of sale is allowed (Example: you may sell pre-wrapped brownies and pre-wrapped whole pies, but you cannot serve a slice of pie from a whole pie or serve an unwrapped cookie from a basket or tray).

D. Resale of a Donated Product for Charitable Purposes

Non-Snack Plan food products may be sold on campus by student organizations and departments provided all the following conditions are met:

1. One hundred percent of the total proceeds will be remitted to a charity, a University Foundation account, or the organization's national office (for charitable purposes only).
2. The food is provided by a licensed food service professional, licensed to provide and serve the food in the manner it is served (Example: if the food is prepared on site, the vendor must have a license to cater).
3. If the product is delivered fully prepared, then it must be sold or discarded within two hours of delivery.
4. The donating vendor signs the charitable sales contractual service agreement stating they will not receive the following benefits (payment, distribution of marketing material and advertisements). However, the organization may have the donating vendor listed on their programs, bulletins, or T-shirts. Events under this category will also require the organization to state charitable intentions as well as provide charity contact information on the charitable contractual service agreement. Organizations must turn in the completed charitable sales contractual service agreement to Student Activities Box #5067. Departments must turn in the completed charitable sales contractual service agreement to Procurement and Contract Service Box #5054.

Section 4 pertains to all student organizations with the exception of those who receive University funding (i.e. the Student Government Association, University Activities Council, Southerner Yearbook and Residence Hall Association). Section 4 does not apply to departments.

E. Giving Away of a Donated Product

Donated food products are allowed from off-campus vendors under the following circumstances:

1. The product is not resold by the receiving organization, and guests are not required to make a purchase in order to receive the benefits of the product.
2. The food product is donated by a licensed food service professional.
3. The donating vendor signs the charitable sales contractual service agreement stating they will not receive the following benefits payment, distribution of marketing material and advertisements). However, the organization may have the donating vendor listed on their programs, bulletins, or T-shirts.
4. The product is delivered fully prepared, and completely distributed to guests within two hours of delivery.

F. Resale of Purchased Product for Charitable Purposes

All other university events (events not falling under one of the above categories, or events not meeting the stated criteria) where food is served or sold will either be executed by Eagle Dining/Southern Miss Catering, or will be executed under the direct supervision and with approval of Eagle Dining. For a minimal management fee, Eagle Dining will supervise the planning, production and execution of all events in this category. This will ensure food is purchased, handled and served in a manner consistent with state regulations, and help guarantee the food consumers will receive is safe and wholesome products. Management fees will vary based on the complexity of the event and the amount of time Eagle Dining management is required to spend on the event.

Organizations that fail to follow the above guidelines or abuse the snack food policy can have their privileges revoked by the University. Departments that fail to follow the above guidelines or abuse the snack policy shall submit a memo outlining why it was necessary to circumvent policy through their respective Vice President for signature approval. After signature approval, memo shall be sent to Procurement and Contract Services.

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