

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 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:**

Student organizations and departmental units intending to sponsor or host events involving

D. Perishable food items are refrigerated in a timely manner after purchase or processed timely after removal from refrigeration.