



# General Food and Fundraising Guidelines

- 1) All food-related fundraising events on campus must comply with the Oregon Dept. of Human Services *Temporary Restaurant Operation Guide: Guidelines for Food Booths at Events*.
- 2) Student clubs or co-curricular programs holding food-based fundraising events on campus (as outlined in the Oregon Dept. of Human Services *Temporary Restaurant Operation Guide: Guidelines for Food Booths at Events*) must have a staff member or student with a current Oregon Food Handler card present at all times during the event. That person will be responsible for supervising food safety.
- 3) Student clubs and co-curricular programs wanting to sponsor a fundraising event on campus must register that event with the Student Life and Leadership Office using a *Club Event Registration Form* a minimum of two weeks in advance. This not only helps avoid competing events, but gives your club/co-curricular access to:
  - a) assistance from Student Leadership Council Event Planners
  - b) funding from the Club Reserve Fund, if needed (clubs only)
  - c) posting your event on the main LBCC calendar
  - d) creation of a slide for digital signage

(If the event is neither food-related nor a fundraiser, we ask that you still fill out a *Club Event Registration Form* for the same reasons.)
- 4) Money raised should be turned in to either the Student Activities Coordinator or Program Assistant in Student Life & Leadership for deposit as soon as possible. If money is collected after regular business hours, it should be held in a safe place by the advisor or club's student rep till the next business day.