



# FOOD AT CLUB MEETINGS + EVENTS

MC Student Activities Office | Fall 2021

# FROM WHERE IS THIS INFORMATION DERIVED?

VC Environmental Health

has specific guidelines regarding food safety, mobile food facilities, temporary food facilities, and more.

Moorpark College/VCCCD

establishes additional guidelines and procedures, particularly regarding payment of food.





**01**

During a regular student club/org. meeting

**02**

At a club-organized campus event

**03**

When tabling for outreach purposes

## WHEN AND WHERE CAN CLUBS SERVE FOOD?

# SERVING FOOD AT MEETINGS

Club meetings are considered to be **private events**, meaning you have a specific guest list in which only those individuals on the list are invited to attend.



**01**

You do not need any additional sort of permit if the event is not widely advertised to the public.

**02**

At a private event, you can serve food prepared at home (potluck style) or purchased at an eatery.

**03**

If food and drinks are being donated and there is no cost to the club, then no permit is required.

# PETTY CASH

Easiest way to purchase food for a meeting is with **petty cash**.

Maximum amount you can withdraw from your club's account is **\$200**.

Don't be too specific on the type of food you're buying if you think there's a chance you could change your mind.

See "Petty cash processing" section on **Resources for clubs** page for more details.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**REQUISITION**  
**R 0205024**

CHECK REQUEST  
 DATE CHECK NEEDED \_\_\_\_\_  
 PO REQUEST

DELIVERY INSTRUCTIONS:  
 MAIL CHECK/PURCHASE ORDER  
 RETURN CHECK/PURCHASE ORDER TO DEPT. \_\_\_\_\_

Vendor Code: Petty Cash  
Mikyla Maglente  
(Treasurer, Nature's Finest)  
7075 Campus Rd.  
 Phone/Fax: Moorepark, CA 93021

Requisition Date: September 27, 2018  
 Order Delivery Date: Petty Cash  
 Requested By: Roger Putnam / Advisor  
 Phone ext.: \_\_\_\_\_ Bldg./Room #: \_\_\_\_\_

DOCUMENT TEXT

Petty Cash issued to Nature's Finest Club treasurer, Mikyla Maglente, to purchase food for club meeting on September 27, 2018.

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
<u>Petty Cash to Mikyla Maglente for meeting</u>				<u>\$70.00</u>

# CATERING A CLOSED/ PRIVATE EVENT

Clubs can use their funds to order catered food for a private meeting or closed event.

01

Make sure the vendor is in our system (or have them complete a "New Vendor Packet").

02

Obtain a quote from them and use the information from it to complete a requisition requesting a P.O. with the caterer.



Be sure to give the caterer adequate information to find your event location. A link to the campus map and a contact's cell phone number are good ideas!

03

Submit the completed requisition and quote to the Student Activities Office for processing.

04

If vendor is dropping off food, then no Certificate of Insurance is required. If the caterer is serving the food during the event, they must provide a COI.

# FOOD AT PUBLIC OR COMMUNITY EVENTS

If your event is being advertised to the broader community and the general public is invited (meaning anyone can attend), then the event is to be regulated and requires a permit.

Public/community events that feature food often include either a **Mobile Food Facility** (a permitted vehicle, like a food truck) or a **Temporary Food Facility** (a food booth that sells or gives away food and drinks).

Within Ventura County, it is much easier to host a MFF than a TFF. This training will not cover TFFs, but contact Student Activities if you are considering this option.



# MOBILE FOOD FACILITIES

**MFFs are a great way to drive people to events, and they do not require your club to pay for permits. Steps to hire a MFF:**

1. Confirm you have sufficient funds to pay for the food the truck will give out (assuming you're buying guests food)
2. Submit a Moorpark College Facility Use Form (on the Resources for clubs page under "Reserving spaces")
3. Contact the potential food truck vendor:
  - a. Confirmation they are available for your event day/time
  - b. Confirm they accept Purchase Orders
  - c. Verify their quote for the food fits your budget
  - d. Have them complete a New Vendor Packet
  - e. Request a copy of their current Ventura county health permit and their truck or trailer's license plate number
  - f. Request a Certificate of Insurance



# MFFS (CONTINUED)

4. Use that information to complete a MFF Event Organizer Form.



VENTURA COUNTY ENVIRONMENTAL HEALTH DIVISION (EHD)  
800 SOUTH VICTORIA AVE., VENTURA 93009-1730  
PH: 805-654-2813 FAX: 805-654-2480  
http://ventura.org/rma/envhealth

FOR OFFICE USE ONLY	
Rec'd by	_____
Date	_____
TE #	_____
FA #	_____
P/E	_____
Submitted 14 days before event	_____
Verified by	_____

### MOBILE FOOD FACILITY EVENT ORGANIZER NOTIFICATION

EHD Contact: Paolo Quinto, 805-654-2820, Paolo.Quinto@ventura.org

Event Name: Bluesday - Moorpark College School spirit day  
 Event Location: Moorpark College Address: 7075 Campus Road, Moorpark  
 Operating Dates and Times: Tuesday, May 8, 2018 from 11:00am - 2:00pm  
 Organization Promoting Event: Associated Students of Moorpark College Phone: 805-553-4976  
 Organizer Mailing Address: 7075 Campus Road City: Moorpark Zip: 93021  
 Organizer Contact Name(s): Kristen Robinson  
 Cell phone: 805-258-1893 Fax: n/a E-mail: krobinson@vccd.edu

#### ONLY VENTURA COUNTY PERMITTED MOBILE FOOD FACILITIES (MFFs) MAY PARTICIPATE.

Number of days operating: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Enter the Number of: Ventura County Mobile Food Facilities <u>1</u>	Fee: <u>\$ 0</u>
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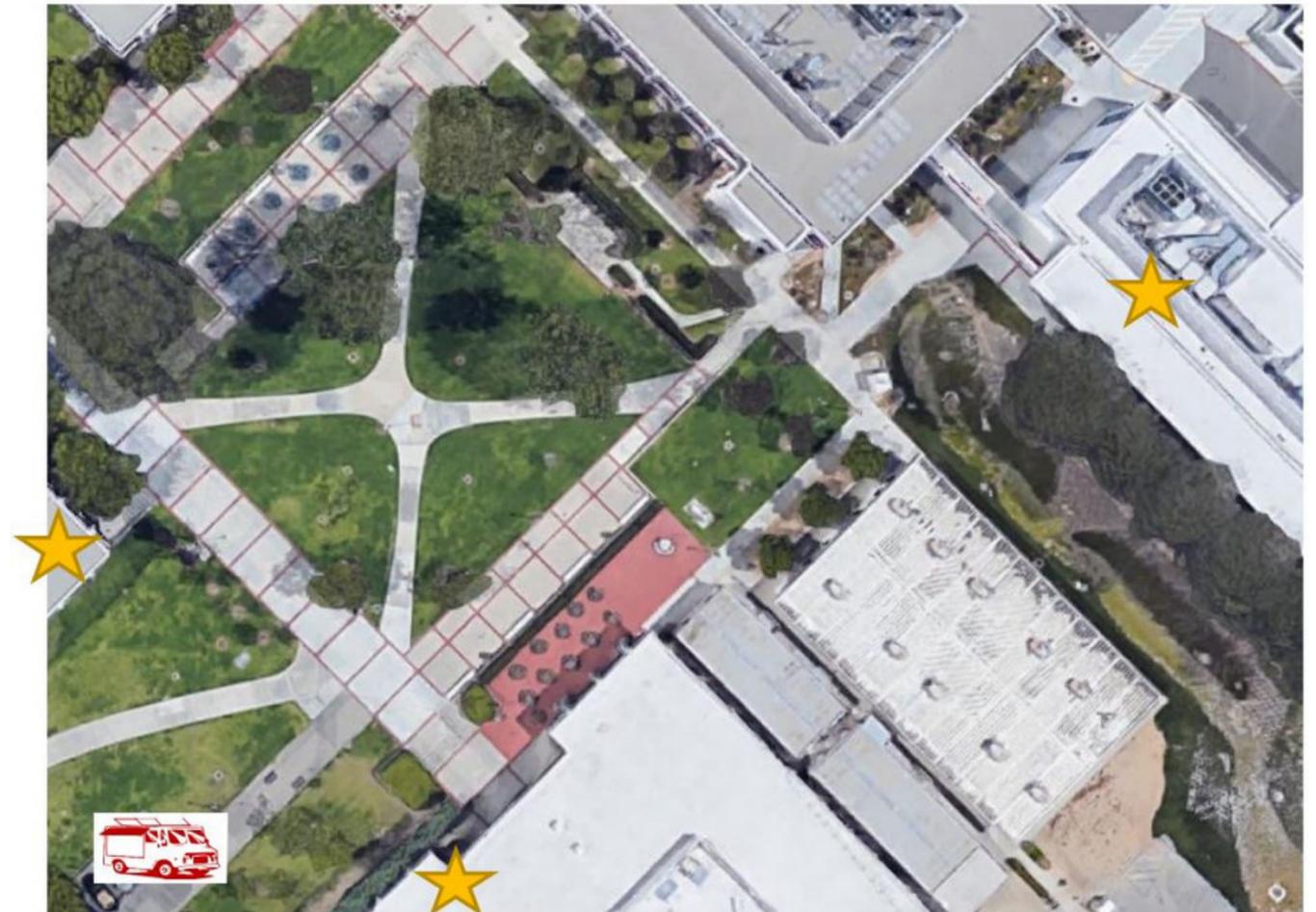
#### LIST OF PARTICIPATING VENTURA COUNTY MOBILE FOOD FACILITIES (MFFs)

These are vehicles permitted annually in Ventura County. If more than 6, attach a list.

TO BE COMPLETED BY ORGANIZER				EHD STAFF COMPLETE
Business name	Contact Person	Telephone #	License Plate	MFF Type: 1, 2, 3 or 4
1. <u>Surfside Softie Inc.</u>	<u>Bobbi Hiller</u>	<u>805-3882463</u>	<u>05734T1</u>	
2. <u>DBA Mister Softie</u>				

# MFFS (CONTINUED)

4. Use that information to complete a MFF Event Organizer Form.
5. Using Google maps, create a map showing the exact placement of food truck as arranged with the Student Activities Office and Business Services Office (per your Moorpark College Facility Use Form).

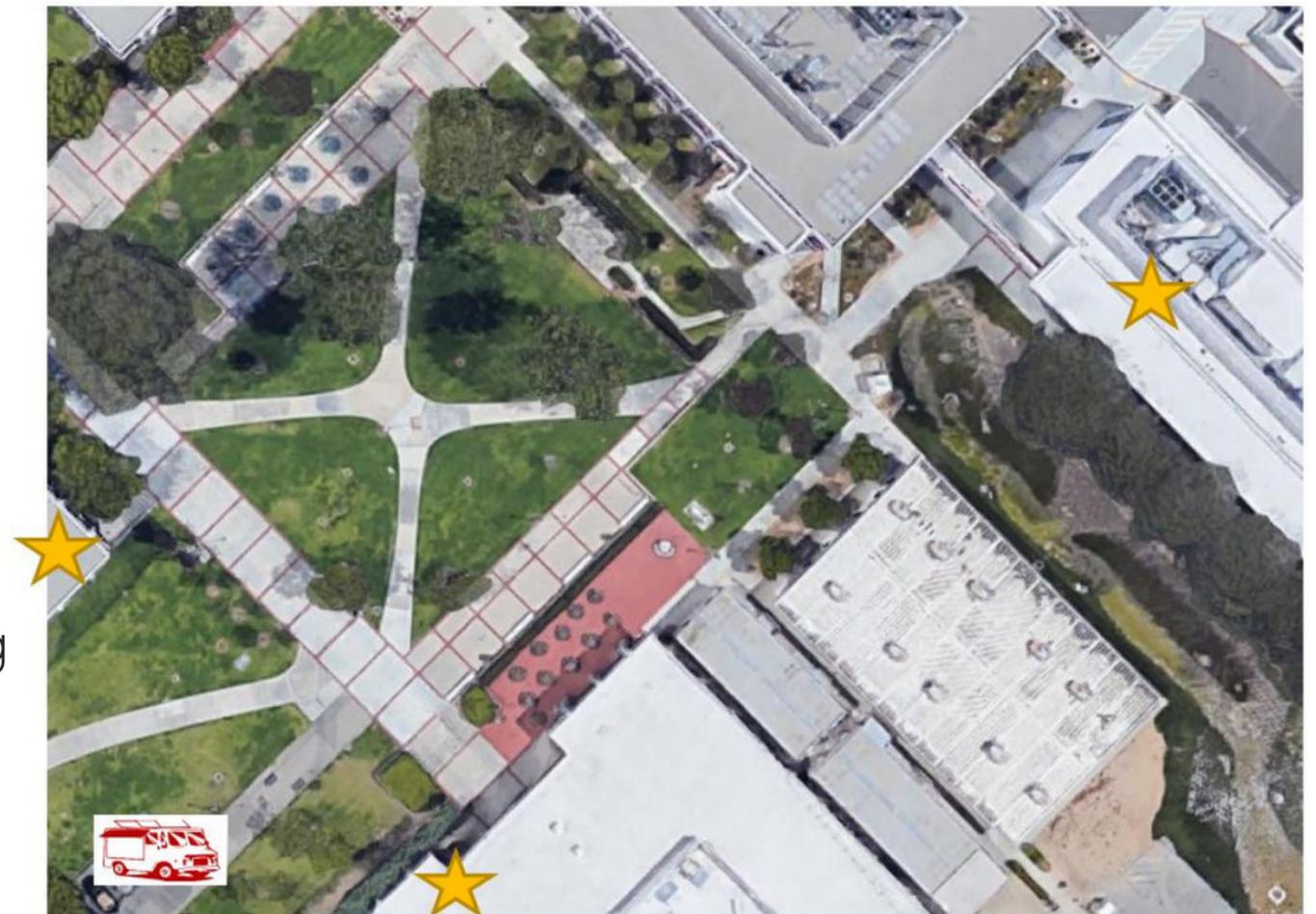


 = Restrooms with sinks

 = location of Mister Softee Truck on MC campus

# MFFS (CONTINUED)

4. Use that information to complete a MFF Event Organizer Form.
5. Using Google maps, create a map showing the exact placement of food truck as arranged with the Student Activities Office and Business Services Office (per your Moorpark College Facility Use Form).
6. Submit the aforementioned paperwork (in steps 3,4,5) along with a completed hard-copy requisition (if paying the food truck to attend your event and give out food) to the Student Activities Office for processing.



 = Restrooms with sinks

 = location of Mister Softee Truck on MC campus

# MFFS (CONTINUED)

If your club is purchasing food from the food truck for guests, you would need to complete a requisition form to initiate the request for a Purchase Order, which is a formal agreement between the food truck owner and the District.

You would complete the requisition form using information from the quote you obtained from the food truck.

Completed requisition and quote go to the Student Activities Office for processing.

COMMANDER PRINTED PRODUCTS (805) 988-5880 8557009

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REQUISITION **R 0212456**

CHECK REQUEST  
 DATE CHECK NEEDED 5/7/18  
 PO REQUEST

DELIVERY INSTRUCTIONS:  
 MAIL CHECK/PURCHASE ORDER  
 RETURN CHECK/PURCHASE ORDER TO DEPT. MC 5130

Vendor Code: MISSOF  
Mister Softee of Southern California  
341 Frys Harbor Drive  
Camarillo, CA 93012

Requisition Date: 1/31/18  
 Order Delivery Date: 5/8/18 at the latest  
 Requested By: Kristen Robinson

Phone/Fax: 805-388-2663  
 Phone ext.: 4976 Bldg./Room #: CC153

DOCUMENT TEXT

Free ice cream from Mr. Softee for MC students with proof of current student ID card on 5/8/18 from 11am-2pm for up to 200 servings.

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
<u>medium-sized ice cream cone/cup</u>	<u>200</u>		<u>3.245</u>	<u>649.00</u>
<u>tax (7.25%)</u>				<u>47.05</u>
<u>-vanilla, chocolate, or swirl</u>				<u>696.05</u> <u>total</u>
<u>-rainbow or chocolate sprinkles</u>				

# MFFS (CONTINUED)

Be sure to give the food truck directions on how to get to campus, reminding them of the COVID screening guidelines.

Let Student Activities know once your event has passed so we can ensure payment is issued to your food truck vendor (if applicable).



# GIVING AWAY FOOD AT OUTREACH EVENTS

This is permitted so long as the items are store-bought, factory-sealed items (like granola bars, bags of chips, candy, or other things that come individually wrapped).

You cannot give away home-made goods or things that are not individually wrapped or sealed for freshness and safety.

You can use petty cash to purchase these items, following the same steps as mentioned earlier.





**ANY QUESTIONS?**

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