

## STUDENT ORGANIZATION PROCEDURES FOR FOOD / CATERING ON CAMPUS SDSU CATERING

Student Organizations wishing to supply their own food/beverages for an event on campus will need to adhere to the guidelines listed below.

- 1.)** SDSU Student Organizations must be officially recognized by the office of Student Life & Leadership (SLL)  
(<http://SLL.sdsu.edu>, located in Student Services West, room 1661, 619-594-5221)
- 2.)** Recognized student organizations may hold an on-campus event by submitting an event approval form to Student Life & Leadership (SLL) at least two (2) weeks prior to the event date. The event must go through a review process to obtain approval.
- 3.)** Contact Student Life & Leadership for more information regarding hosting events on campus.
- 4.)** Contact SDSU Catering at least three (3) weeks prior to an event when requesting a Catering waiver for an on campus function. For menus and Catering Waiver forms and examples go to [www.eatatsdsu.com](http://www.eatatsdsu.com) and click the Policy and Forms button at the bottom of the page.

The following is a list of Food and Beverage Options:

- Grocery/Outlet Super Store - purchases from Costco, Sam's Club, Smart n Final, or any local grocery store, only the top portion of the form needs to be filled out. The documents such as the liability insurance, health permit, inspection report, etc., will not need to be submitted. Instead, an itemized list of what is being purchased needs to be submitted along with the Catering Proposal Approval Form.
- Recognizable "To-Go" Restaurant - e.g. Dominos or Woodstock's Pizza, the documents listed above will not need to be submitted. However an itemized list of what is being purchased and the total cost must be submitted along with the Catering Proposal Approval Form.
- Outside Catering Company/Restaurant - requires a written bid from the company. The bid must show an itemized list of menu items to include portion size, servings, and the total cost. If Catering waives their rights to cater, all the required documents (liability insurance, health permit, inspection report, etc.,) must be submitted for approval.
- Beverages - Pepsi products are the only brand allowed at on-campus functions  
— Aquafina is the Pepsi brand of water.

The Catering Proposal Form, along with all required paperwork, may be submitted via email to [alicia.carter@sdsu.edu](mailto:alicia.carter@sdsu.edu)

**Catering Proposal Approval**  
**MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT**  
*For catering provided by an off-campus source*

Date Form Turned Into Catering \_\_\_\_\_ Packet Completed Yes/No\*

Sponsoring Organization/Company \_\_\_\_\_

\*\*Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Location for Food Service \_\_\_\_\_

Requested Off-Campus Source (e.g. Joe's Catering, Vons) \_\_\_\_\_

The following documents are attached and are subject to review and approval from SDSU Catering,  
Environmental Health & Safety, Office of Student Life and Leadership and Associated Students:

- ☐ Written Catering Bid from the above off-campus source. Must be an official company bid.  
(Bid must include a list of individual items, portion sizes & cost)
- ☐ Copies of the following from the above off-campus source
  - ☐ Liability Insurance - please list as an additional insured to read as below:  
"Aztec Shops, Ltd., the State of California, the Trustees of the California State University, the campus  
and the officers, employees, volunteers and agents."
  - ☐ Current Health Permit
  - ☐ Health Inspection Report (includes rating)
  - ☐ Current Food Service Manager Certificate
  - ☐ Food Preparation, Storage, Service & Clean-up methods to be provided in writing
- ☐ Event Approval Form

Accepted & Approved by:

\_\_\_\_\_  
SDSU Catering                      Date  
Aztec Shops, Ltd.

\_\_\_\_\_  
Staff Representative              Date  
Environmental Health & Safety

\_\_\_\_\_  
Facility Manager                      Date  
Location of Facility of Event

\_\_\_\_\_  
S.L.L. Advisor                      Date

\*Incomplete forms must be completed within 2 business days. Incomplete packets may be denied.

\*\*Only one representative from the Student Organization will be the main contact for the event. All correspondence and changes will only be accepted from the contact listed above for the event.

Beverages being waived must be Pepsi Products only. Sternos may not be used at any function which is not catered by SDSU Catering.