

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
FOOD EXEMPTION FORM FOR FOOD SERVICE ON CAMPUS
OFFICE (361) 825-5710 / university.services@tamucc.edu

FOOD SERVICE EXEMPTION GUIDELINES AND FORM

FOOD SERVICE

Food Services plays an essential role in the many events on the TAMU-CC campus. *Islander Catering* is the exclusive provider for any event, meeting or activity held on the TAMU-CC campus involving food or food service. If *Islander Catering* cannot meet the foodservice needs, a food exemption is required. The following information will guide you on how to provide food and beverages for the specific event, meeting, or activity that you are planning.

BEVERAGE EXCLUSIVITY: The University has an exclusive contract with *Coca-Cola*. All beverages served or donated must be a *Coca-Cola* brand, including bottled water. An exemption is required if serving non-Coca-Cola branded beverages (See alcohol policy to serve alcoholic beverage.) When only serving beverages, an exemption is not necessary if it is Coca-Cola products.

SNACKS CLASSIFIED AS GIVEAWAYS or FUNDRAISERS

University departments and recognized student organizations do not need to submit a **food exemption request for a pre-defined snack when used for the following reasons:** as a *giveaway*, a fundraiser, or a snack to encourage participation in exclusive meetings.

Pre-Approved Snack Definition

A pre-approved snack item is individually pre-packaged and sealed by an insured food manufacturer and has the caloric intake and ingredients listed on the package. Examples of such items are candy, pre-packaged baked goods (packaged cookies, brownies, muffins, etc.), salty snacks (such as chips and crackers), and beverages (Coca-Cola products only). A specific example of a pre-approved exempt snack would be a "Nature's Own" granola bar.

Examples that would not meet the pre-approved snack definition would be individually frozen dinners such as lasagna or pizza from a pizza restaurant served by the slice. Home-baked foods may not be distributed. Bakery items such as doughnuts that are not individually wrapped with no caloric intake ingredients listed on the box will need approval.

A food exemption is not required for snow cones or freshly popped popcorn when served as a giveaway or fundraiser. food handler's permit is required when serving hot food, like popcorn.

Pre-approved snacks are only approved for specific purposes- giveaways or fundraisers.

Giveaway Activity is defined as a situation in which pre-approved snack items are handed out as an incentive to attract people to a display table or receive information about an upcoming event. Pre-approved snacks may also be used at a recognized student organization meeting to encourage participation. Giveaways for an event or meeting with more than 20 people require an exemption approval.

Fundraiser events are defined as a situation in which a recognized student organization is using the sale of pre-approved snack items for fundraising opportunities. The fundraiser must be approved by either Student Activities or Recreational Sports, following the process outlined in the Recognized Student Organization or Sports Club handbook.

FOOD OR SNACK DONATIONS: Occasionally, food is donated by a sponsor, alumni, or restaurant for a particular event/meeting or activity. If the donation consists of a pre-approved snack (defined above), an exemption is not required.

If it consists of other food or food service, *a food exemption must be requested and approved before the donation may be accepted.* The exemption must be requested at least 10 business days prior to the event. A letter from each donating business (on business letterhead) explaining the purpose of the donation and describing the donated food is required.

Contract information from the donor must be included. If the donor is not a restaurant or food manufacturer, the letter must detail the location of food prep and pick up. All food and beverage items must be obtained from an insured food manufacturer or restaurant. A certificate of insurance or business licenses may be required for exemption approval. If a department or student organization serves the food donation, a food handler's permit is required.

We strongly encourage everyone to use the University's catering partner for all food service needs. The exclusive agreement has scholarships and other donations tied to the contract, and without these types of partnerships, those benefits do not exist.

The University's food service partner has exclusive rights to provide food services and catering to the entire campus.

Regardless of the size of the event, the *Islander Catering* team looks forward to the opportunity to serve the campus. Offering different catering styles, the *Islander Catering* team can customize menu options to fit the size and theme of any event. *Islander Catering* will work with you during the planning process to offer various "off the menu" selections to ensure your event is successful. Contact *Islander Catering* at

Islander Catering
campus.catering@tamucc.edu
6300 Ocean Drive Unit 5763
Corpus Christi, TX 78412
361.825.3694
Website: <https://tamucc.catertrax.com/>

For any questions regarding food service exemption, please contact

University Services
University.services@tamucc.edu
6300 Ocean Drive Unit 5763
Corpus Christi, TX 78412
361.825.5710

CATERING EXEMPTION REQUESTS: For catered events/meetings/activities in which there is a request to use an external vendor or serve food not prepared by *Islander Catering*, an exemption is required. The exemption request form must be submitted 10 business days prior to the event. The following provides the information necessary to complete and submit the exemption request. Please, do not assume that providing all the documentation for an exemption request will result in automatic approval. You may access the form by clicking https://www.tamucc.edu/finance-and-administration/auxiliary-services/assets/documents/food_exemption.pdf

Checklist for Food Service Exemption Request.

1. The food exemption form must be completed and submitted to University Services a minimum of ten business days prior to the date of the event.
2. A formal proposal/quote from the *Islander Catering* Manager **or** a written decline from the *Islander Catering* Manager stating they cannot provide the catering service or requested food is required. This must be attached to the Food Exemption Request.
3. A proposal/quote from the external vendor detailing all costs associated with the food/event is required, including all fees such as delivery or service fees.
4. If the exemption is due to donation, contact information must be provided and a statement of what is being donated and the amount of the donation on business letterhead.
5. Both proposals/quotes must contain complete details of the quantity and pricing of all served food and beverage.
6. Included with the exemption form is how the food is funded. If paid by participants at the event, if subsidized by student organization account or University department account, the total amount of the account number must be included.

7. All beverages, including bottled water, must be a Coca-Cola brand product.
8. A valid reason for not selecting *Islander Catering* must be provided.
9. The external vendor's contact information, including name, address, phone number, and email address, must be provided.
10. The external vendor may be asked to provide a Certificate of Insurance or business license. If possible, ask for either document with your quote.
11. If the vendor is not serving hot food or food requiring refrigeration, the individuals serving the food must have a food handler's certificate. The food handler's certificate must be included with the exemption request.
12. Outside entities will not be allowed to cook or prepare food on campus, regardless of the funding source.
13. Exemptions will not be approved post-event. If using PCARD to purchase food services for activities, meetings, or events not through *Islander Catering*, a prior exemption request approval is required.

CATERING EXEMPTION FORM

Please complete the following to determine whether your campus event qualifies for a food exemption. All requests to serve food on campus require prior written approval from the Office of University Services at least (10) business days prior to the event. Please note that pricing is not the sole criteria for approving an exemption request.

Event/Function Information Section:

Name of Event: _____ Contact Name & Phone #: _____
Group Name: _____ E-Mail Address: _____
Date & Time of Event: _____ Expected Number of Attendance: _____
Location of Event: _____ Event Funding Source: _____

Reason For Exemption Request:

OUTSIDE FOOD SERVICE INFORMATION

Name of Vendor: _____
 Copy of food quote from Dining Services or statement.
 Quote from outside vendor.

WE ARE SUPPLYING OUR OWN FOOD

Provide list and source of foods along with pricing.
 Food handler's permit(s), if applicable.

FUNDRAISING

Signed copy of Fundraising/Philanthropy Request provided by Student Activities.
 Completed "Food Sale Guidelines" form.

FOOD DONATED FROM OUTSIDE VENDOR

Copy of donor's current health license.
 Signed donation letter from donor.
 List of donated items and donor name & address.

FOR OFFICE USE ONLY

_____ Approved _____ Not Approved

Specific Limitations: _____

Reviewed and approved by: _____ Date: _____

Copies: _____ Dining Services _____ UC Scheduling Office _____ Miramar