

Food Sale Policy for Student Organizations

Administrative policy approved October 13, 2022. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: September 2023 (Student Affairs Office)

A. Overview

This Policy applies to any Southwestern student organization (“Student Organization”) selling food on campus, including at The Residences at 7th. Student organizations are responsible for the safety of the food products they offer for sale.

B. General Requirements

1. Required forms

A Student Organization representative must complete and submit the following forms at least 14 calendar days before the proposed event. All forms are available on the Student Affairs Office Canvas page.

- a. Facility Usage Request Form : Submit to events@swlaw.edu and studentaffairs@swlaw.edu
- b. Food Sale Form : Submit to studentsaffairs@swlaw.edu

2. Food allergy notices. All student organizations must obtain a food allergy sign from the Student Affairs Office. The sign—which must be displayed during the entire event—notifies buyers of the potential presence of common food allergens and states, “Please be advised that food sold here may contain the following ingredients: milk, milk products (e.g., butter, buttermilk, cheese), eggs,

4. Commercially

use a food thermometer to check the temperature of cold food items throughout the event.

F. Grilling Food on Campus

Subject to the requirements in Sections Band D of this Policy, Student Organizations are permitted to grill meat and other food items on campus for a food sale. Organizers must make