



BOISE STATE UNIVERSITY

Food Prep Guidelines and Insurance requirements

Faculty in Residence (FIRs)

FIRs may purchase groceries and cook meals for their residents when the following requirements are met (covered by State Risk Management):

- 1) The FIRs are acting within the *course* and scope of their *job* duties.
- 2) They are utilizing University funds.
- 3) The event is on behalf of Boise State University.
- 4) The FIRs complete the food handling safety course prior to preparing any food for students. The course can be found at
- 5) <http://www.idahofoodsafetyexam.com/> and the FIRs must attach the certificate of completion to the Catering Exemption request.
- 6) The FIRs complete a Catering Exemption request.

Resident Directors (RDs)

RDs may purchase groceries and cook meals for their staff when the following requirements are met (covered by State Risk Management):

- 1) The RDs are acting within the *course* and scope of their *job* duties.
- 2) They are utilizing University funds.
- 3) The event is on behalf of Boise State University.
- 4) The RDs complete the food handling safety course prior to preparing any food for students. The course can be found at <http://www.idahofoodsafetyexam.com/> and the RDs must attach the certificate of completion to the Catering Exemption request.
- 5) The RDs complete a Catering Exemption request.

Outdoor Program Leaders (OPLs)

OPLs may purchase groceries and cook meals for their off campus events when the following requirements are met (covered by State Risk Management):

- 1) The OPLs are acting within the *course* and scope of their *job* duties.
- 2) They are utilizing University funds.
- 3) The event is on behalf of Boise State University.
- 4) The OPLs complete the food handling safety course prior to preparing any food for students. The course can be found at <http://www.idahofoodsafetyexam.com/>.
- 5) The Expense Form notes will specify who did the cooking and the Outdoor Program Professional Staff will be responsible for ensuring that they have certificates on file for leaders prior to the travel.

Student Organizations/University Departments

No insurance requirements:

There are no insurance requirements for purchase and distribution of snow cones, popcorn, cotton candy, soda (must be Coke product), prepackaged candy, or chips. An approved Catering Exemption must be completed for any events with distribution on campus.

There are no insurance requirements for potlucks.

Insurance is required:

Any event using a 3rd party vendor requires that a certificate of insurance be on file in addition to a Catering Exemption ***to include Liquor Liability if alcohol is being served.*** All foods purchased are intended for immediate consumption by your private party, and not available for resale.

The certificate of insurance requirements can be found in the third party insurance requirements from Risk Management:

<http://rmi.boisestate.edu/forms-listing/>

For any vendors wishing to be used that are not on the pre-approved list, it is the responsibility of the requesting organization to obtain the insurance certificate at least 5 days prior to the event. If the event is on campus, a Catering Exemption must also be approved and the certificate of insurance is needed prior to that approval. If the Catering Exemption and certificate of insurance are not completed at least 5 days prior to the event, the event may be canceled.

If you have any questions, please contact Risk Management & Insurance.

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