**Fundraising Group’s Responsibilities:**

* Once your event is approved, if you require assistance from Flik (food services department) please complete a Food Service Request (FSR). The FSR is the document that communicates all of your food service needs from Flik, and there is a minimum requirement of two (2) weeks notice in order to properly service your request.
* The fundraising group should designate a group leader in order to coordinate with Flik. The group leader’s name and contact information should be included on the FSR. The group leader should contact food services as early as possible to being planning the event. Please refer to the “Fund Raising Requirements For Perishable and Non-Perishable Food” section of this handbook.
* Groups are responsible in protecting all food products and Dining Hall borrowed items including but not limited to service equipment, service ware and linens. All Dining Hall borrowed equipment is to be returned in the same condition as it was received. Each group is responsible for any losses or damage incurred to the equipment during the event.
* Proper attire must be worn during the event and during preparation that requires the use of any kitchen space on Campus.
  + Only closed toed shoes are allowed – slippers are not acceptable footwear for food safety and personal safety reasons.
  + Hair restraints (hats, paper caps, hairnets/bonnets and visors) must be worn at all times.
  + No jewelry is allowed for food safety and personal safety reasons.
  + Open cuts or soars need to be covered with a fresh, clean bandage at all times, and gloves need to be worn over the bandage on hands.
* Groups are responsible for following established procedures.

We want your event to be safe and successful. Please feel free to contact Flik for any questions you may have – we are happy to assist you!

**FUNDRAISING REQUIREMENTS FOR PERISHABLE AND NON-PERISHABLE FOOD**

The following food safety requirements must be completed before the approval of all Fund Raising Request Form that involves perishable and non-perishable food:

* List all food items being sold or distributed at event. NO FOOD MAY BE MADE BY A PARENT OR GROUP UNLESS IT IS MADE IN A CERTIFIED KITCHEN.
* All student and volunteers handling food are required to watch the “Food Handling Safety Video”.
* Operation Floor Map / Site Plan / Booth Layout: On a separate paper draw a site plan and indicate the booth where food will be distributed and storage including warmers, burners, cookers, hand washing facilities, etc.
* Food purchased must be purchased or made in a BOH certified kitchen. We require a copy or photograph of the Green Pass from the location from which you will make your purchase.
* Receipt of purchase needs to be submitted to Flik within 24 hours after the event for traceability purposes.
* All perishable food must be purchased on the day it is being sold to ensure food safety. Please seek guidance from Flik to ensure proper food safety procedures.
* If you require hot or cold storage for your food please submit an FSR with a minimum lead time of 2 weeks prior to your event (equipment will be available depending on availability).
  + Room temperature uprights
  + Upright warmers
  + Mobile refrigerated coolers
  + Mobile ice cream chest freezer
  + Coolers – transporting cold food, ice will be available upon request; dry ice is not available from Flik
  + Cold or hot storage in the Akahi kitchen
  + Instant read thermometer
* Please utilize proper safety food handling equipment (hair nets, gloves, serving utensils, etc.) These are available through an FSR (equipment will be available depending on availability).
* For safety reasons perishable foods need to avoid the ***Danger Zone (40° F – 140° F)***. If you need a thermometer to monitor your food items you may request one through an FSR.

**Akahi Food Services Contact Information**

Alejandro “Alex” Lezama - Catering Manager

Office Phone:  808-842-8057

E-Mail: [Alejandro.Lezama@compass-usa.com](mailto:Alejandro.Lezama@compass-usa.com)

Terumi Neufeld – District Manager

Office Phone:  808-842-8997

E-Mail: [Terumi.Neufeld@compass-usa.com](mailto:Terumi.Neufeld@compass-usa.com)

**FUNDRAISING CHECKLIST FOR PERISHABLE FOOD**

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Fundraising:

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Products to be sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date that students and volunteers completed Safety Video: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Schedule with Alex or Terumi and submit the Food Safety Training Video Attendance Sheet)

Please attach and complete the following:

* Operation Floor Map / Site Plan / Booth Layout: On a separate paper draw a site plan and indicate the booth where food will be distributed and storage including warmers, burners, cookers, hand washing facilities, etc.
* The required copy or picture of the Green Pass from the location from which you will make your purchase.
* Completed FSRs.

\*\*Please remember: Receipt of purchase(s) must be submitted to Flik within 24 hours after the event.

For food safety reasons ALL PERISHABLE FOODS need to avoid the ***Danger Zone (40°F – 140° F)***. If you need a thermometer to monitor your food items you may request one through an FSR.

**Safety Training Video Attendance Sheet**

|  |  |  |
| --- | --- | --- |
| **Full Name (Please Print)** | **Grade** | **Date Completed** |
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