

Food Donation Request Form

Return completed form to 231 Bowen-Thompson Student Union or email to planevents@bgsu.edu. Form is due at least two weeks prior to event.

Student Organization Info

Student Organization:

Name of Event:

Event Date: Event Time:

Event Location:

Officer/Member Planning Event :

Phone Number: Email:

I ensure that all food items provided at this event will be 100% donated and that no food items will be purchased or provided by anyone other than BGSU Dining or BGSU Catering.

Company/Restaurant Information

Company/Restaurant:

List Type and Quantities of Food being Donated:

High risk foods are not permitted for donation and include any items that need to be stored between 40°F and 140°F, a range known as the Food Temperature Danger Zone. For further details, please review the [University Food Service Policy \(3341-6-46\)](#).

Date(s) Items will be donated: Estimated value of donation:

Name of Contact Person:

Address:

Phone Number: Email:

I certify that the information provided on this form is accurate and that all food items listed above are being 100% donated without any cost to the student organization.

 Company/Restaurant Representative Signature

 Date

Office Use Only:

Approved Denied Reason: _____

Approver Name: _____ Date: _____