

<b>Policy</b>	<b>0-3.4</b>
<b>Approved By:</b>	<b>College Executive Team</b>
<b>Approval Date:</b>	<b>June 27, 2007</b>
<b>Amendment Date:</b>	<b>April 17, 2014</b>
<b>Policy Holder:</b>	<b>VP Administration</b>

This policy is intended to outline appropriate processes and responsibilities to ensure both food and alcohol are being served safely and legally on campus and for Camosun College sanctioned activities off site.

The kinds of activities that this policy is intended to address include the following:

- any food or alcohol that is for sale for consumption on Camosun property, such as for staff and/or student barbecues, and bake sales, etc. or for Camosun events off site

Their resources form the basis of our policy, our information brochures and the application forms.

3. The contract that the college has with a food service provider will be honoured; this policy does not provide permission to act outside of it.
4. The college will take the approach of assisting groups to understand what safe food practices are and how to comply with them, with support and assistance from Island Health.
5. Student Society fundraising activities such as bake sales and pizza sales are generally supported by the college. The CCSS as a separate legal entity can seek their own special occasions permit (SOP) for their events with alcohol on campus. These activities will continue to be allowed subject to submitting appropriate applications and following guidelines as identified in this policy and other agreements the college has with the CCSS.
6. Social activities on campus, such as employee and student Christmas and welcome back/

- b. All wishing to organize potlucks must review the guidelines in *Organizing Potlucks on Campus* (see link), and designate one person who will be responsible for sharing the information with all who are providing food.
- 3. Permission to have liquor served at a college event on or off campus must be gained from your respective dean/director.
- 4. To ensure food being served is done so safely, the following must be demonstrated with the application:
  - a. Agreement that food for sale or service at special events will be stored, displayed and handled according to Island Health food protection standards.
  - b. For serving and/or selling food at special events, at least one person (to be named on the application) must have Food Safe certification.
  - c. One person will be identified as responsible for the safe food preparation, display and serving for the event
    - o ensure all who are preparing, displaying, serving and selling food are made aware of safe food practices.
- 5. To ensure alcohol is being served safely, the following must be demonstrated with the application:
  - a. Agreement that alcohol will be stored, displayed and handled according to Island Health food protection standards.
  - b. For serving and/or selling alcohol at special events, at least one person (to be named on the application) must have a valid alcohol license.
  - c. One person will be identified as responsible for the safe alcohol preparation, display and serving for the event
    - o ensure all who are preparing, displaying, serving and selling alcohol are made aware of safe alcohol practices.



