

Scope:

All Activity Directors working with any person under the age of 19, excluding full- and part-time UNO students, who are serving food to the participants.

Protocol:

If you are providing food to participants during a youth activity, please read through the following options to determine the appropriate steps:

***Please note – if a participant has a food allergy and plans to eat at the Food Court, please notify Wyatt Stuard (wstuard@unomaha.edu or 402.554.2426) at least one week prior to the event.**

1) Taking participants to the Food Court:

- a. Contact Wyatt Stuard (wstuard@unomaha.edu or 402.554.2426) or Paula Slavin (pslavin@unomaha.edu or 402.554.2385) at least one week prior to the event

2) Purchasing MavCards:

- a. Contact Linda Value (lvalue@unomaha.edu or 402.554.2220) at least one week prior to the event

3) Ordering Catering – Meals and/or Snacks

- a. Contact Paula Slavin (pslavin@unomaha.edu or 402.554.2385) or Vanessa Vasa (vvasa@unomaha.edu or 402.554.3047) at least one week prior to the event

4) Serving food using an outside vendor:

- a. Complete this Exception to the UNO Food Policy [form](#) and submit it to Wyatt Stuard (wstuard@unomaha.edu or Milo Bail Student Center 214) at least one week prior to the event
- b. Please purchase and provide Pepsi products to comply with the UNO contract during youth activities

UNO Food Policy:

All food served on campus must be furnished by UNO Food Services and Catering due to health safety concerns. Exception(s) to this policy must have the approval of the Manager of Food Services or the Director of Business Operations - Milo Bail Student Center, or their designees.

This policy relates to the entire campus with the exceptions of the Alumni Center, Student Housing, and the Community Engagement Center (CEC).

Bringing in food and beverages, from any outside source, for meetings (including potlucks) is prohibited. It is not the intent of such a policy to prohibit anyone from “brown bagging” for personal consumption. This policy prohibits the sale or give away of food items (with the exception of approved Bake Sales) on campus.