

## Request to Donate Food for Special Events

All requests for the use of food must be included as part of a Special Events Proposal (OP-090211, Attachment E). This form should be submitted with the Special Events Proposal. All donations must be arranged through the facility chaplain and approved by the facility head or their designee. Volunteers are responsible to deliver the food at the facility in an appropriate time frame and manner.

Donated food must either be:

1. Purchased as pre-packaged or made by a licensed vendor; or
2. Professionally prepared under the supervision of someone with a food handler's license.

Documentation Required:

1. A receipt for all purchased food must be provided at the time the donation is delivered to the facility.
2. A copy of the food handler's license must be submitted with this form for any food that is not purchased prepackaged or from a licensed vendor.

All food donations and purchases are subject to search prior to distribution to the inmate faith community.

Food donated for religious ceremonies must also meet the criteria established in OP-030112, entitled "Religious Services," Section VII.

### **Justification**

The purpose of this donation is to \_\_\_\_\_

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Utensils to be brought in and how the food will be made available to inmates: \_\_\_\_\_

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List the specific foods which you wish to donate for this event and check the appropriate box indicating if the item will be purchased or prepared. Next to purchased items, indicate where the item will be purchased. Attach a copy of the food handler's license if any item is prepared.

[illegible]