

## REGISTRATION OF A FOOD EVENT FOR CHARITABLE ORGANIZATIONS

Division of Health and Neighborhood Services  
243 South Allen Street, State College, PA 16801  
(814) 234-7191 (phone) (814) 234-7197 (fax)  
healthdept@statecollegepa.us

This registration is intended for use by charitable organizations planning to give away food or drink items to the general public or sell food or drink items as a fundraiser. Groups planning to sell any food or drink must contact the State College Division of Health and Neighborhood Services and return the completed application along with proof of non-profit status to the above address prior to the activity.

**If giving away or selling baked goods, please attach a list of the items to be given away or sold along with the preparer's name, address, and phone number. This information must be submitted with the application. Baked goods must be individually wrapped.**

**No grills, cooking devices or food preparation is permitted on site (unless previously approved by the Division of Health and Neighborhood Services).**

The Division discourages the sale of potentially hazardous foods or drinks (meats, fish, dairy, etc.). If potentially hazardous foods or drinks are to be given away or sold more than three times per calendar year then the charitable organization must contact the Division of Health and Neighborhood Services to obtain the appropriate license and pay any fees that may apply.

Name of Group		Name of Representative

Address of Representative		Phone Number

Email		Date(s) of Event

Where will the event be held?		Municipality

What types of food(s) or drink(s) will be provided? \_\_\_\_\_

\_\_\_\_\_

Where will the food(s) or drink(s) be prepared? \_\_\_\_\_

\_\_\_\_\_

If the food was not prepared in a licensed facility, a sign must be posted in public view to that effect.

Signature		Date

**All applications must be submitted to the Division of Health and Neighborhood Services at least five (5) business days prior to the event.**

*Serving the Borough of State College, College Township, Ferguson Township and Patton Township*



## **Guidelines for Charitable Organizations Serving Potentially Hazardous Foods**

- **No grills, cooking devices or food preparation is permitted on site (unless previously approved by the Division of Health and Neighborhood Services).**
- A method of hand washing must be available.
- Gloves must be worn when handling any ready to eat foods such as buns, chips, lettuce, etc.
- Thermometers must be used to check temperatures of potentially hazardous foods.
- Foods must be cooked to the proper internal temperatures. Hamburger – 155°F for 15 sec.; Chicken – 165°F for 15 sec.
- Hot foods/drinks being prepared and held more than four (4) hours must be held at 135°F and stored in an approved container.
- Cold foods/drinks being prepared and held more than four (4) hours must be held at 41°F and stored in an approved container.
- Any waste produced must be stored in a container and disposed of properly.
- When selling or giving away food/drink, a sign indicating that foods/drinks prepared at the event were not prepared in a licensed kitchen must be displayed and visible to the public during the event.
- There should be a specific person designated to handle money and that person should not handle any food items.
- Food/drink must be shielded from the elements.

**Organizations holding more than three events per calendar year and serving potentially hazardous foods/drinks must obtain an appropriate license from the Division of Health and Neighborhood Services, must certify a Person In Charge through an approved safe food handling program and are subject to inspection.**

**For any additional information, please contact the Division of Health and Neighborhood Services at (814) 234-7191 or at [healthdept@statecollegepa.us](mailto:healthdept@statecollegepa.us).**