

Acknowledgment of Requirements for On-Campus Potluck Events

Potluck events are defined as closed events where no money is exchanged and where homemade food is provided by group members to be consumed by group members.

Events open to the general university or public, or advertised to the general university or public, are **not** potluck events unless all potential attendees are invited to bring a dish to share. Events sponsored by a licensed food establishment, or for which food is prepared or held in the kitchen of a licensed food establishment, are not potluck events. Furthermore, any fundraising efforts must be separate from the potluck event.

Once the completed page 2 is received by BCD, the event is considered approved.

Requirements for on-campus potluck events include the following:

1. The event name must include ‘**potluck**’ so that it is clear to everyone that home-prepared foods will be served.
2. Food service shall be restricted to members of the group.
3. Any advertising for the event (i.e., flyers, e-mail, invitations, etc.) must indicate that the event is a potluck.
4. All guests must be invited to bring a dish to share.
5. A notice stating the foods offered are “**Home Prepared/Not Inspected**” must be prominently displayed at the pot luck event.
6. UHS may cancel the event if it is determined that these requirements have not been followed and/or event has only been called a potluck to avoid obtaining a food permit.
7. Permission to engage in future similar events may be contingent upon compliance with these requirements.
8. Review MN Department of Health Potluck Interpretations on pages 3-4 to ensure your event conforms to their legal definition.

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This publication/material is available in alternative formats upon request. Direct requests to bcd@umn.edu, (612) 625-2437.

Building Codes Department | 319 15th Avenue SE, Room 270 Donhowe Building | Minneapolis, MN 55455

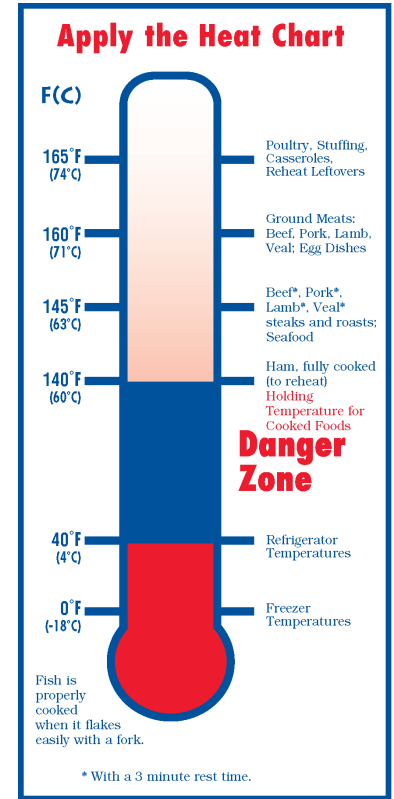
Potluck Food Safety

Temperature and Time Requirements for Food

To ensure the safety of your guests, keep food cold (below 41° F) or hot (above 140° F) to avoid bacterial growth. Never leave foods at room temperature more than 2 hours—transport time and serving time included.

Food safety also includes:

- **Wash hands.** Always thoroughly wash hands with soap and water before making food. Do not prepare or wrap food for event if experiencing or recovering from nausea, diarrhea, or vomiting.
- **Monitor temperatures.** Perishable foods that have been prepared ahead of time must be kept refrigerated until it is time to leave and/or serve. Hot food should be reheated rapidly to 165° F at the potluck.
- **Reheat guidelines.** Do not use warming trays or crock-pots to reheat food, use a microwave or oven. If an oven or microwave will not be available, prepare the dish closer to the time of the event, wrap it in blankets and place in an insulated cooler.
- **Prevent contamination.** Prevent “double dipping” by ensuring that there is a spoon available for each dip at all times.
- **Identify ingredients.** It is *strongly recommended* that each dish include a card identifying the ingredients in case any of the guests have food allergies. Also, the preparer’s name is helpful if anyone would like to get the recipe.
- **Provide trash bins.** Be sure to provide plenty of places to dispose of garbage. Keeping garbage away will help to prevent cross contaminating the food area.



Once the completed form is received by BCD, your event is considered approved.

I / We have read and understand these Potluck Event Requirements, and agree to adhere to all requirements and policies as presented above throughout the duration of the Potluck Event:

Group/Organization: _____

Event Date: _____

Event Location: _____

Signature: _____ Email: _____

Print Name: _____ Date: _____

Send the completed form to BCD at bcd@umn.edu or by fax to (612) 625-6667.

For additional questions, contact Mark Rossi at (612) 625-6152 or rossi01@umn.edu.

Potluck Events

Applying Minnesota Statutes, [Section 157.22](#), on “Potluck”

What is a potluck? A meal at which attendees bring food that is donated and shared by the attendees. Also known as a potluck supper.

Conditions that apply are:

1. Any fundraising efforts must be separate from the potluck event (monetary admission can't be charged for the event, nor can donated/provided food be sold at the event).
2. Events sponsored by a licensed food establishment or held in the kitchen of a licensed food establishment is *not a potluck event*.
3. All prospective attendees should be encouraged to bring and share food items; at the event, information on food source (made at home, obtained from XYZ restaurant, etc.) should accompany each dish put out.

Sample Situations

Situation	Application
Organization ABC publicly advertises a potluck event. The ad states that everyone bring a chicken (cooked at home or bought ready-to-eat from a store) and a side dish to share. The organizers of the event will provide desserts, beverages, and paper supplies.	This is a potluck event because food and/or supplies are donated and shared by attendees.
A religious group would like to sell frozen pizzas to the community to raise funds for a new addition.	This is a special food event, not a potluck, and the governmental agency may require a license.
A school PTA publicly advertises a potluck event for the parents of third grade students. Each parent brings some food to share; the school provides paper supplies and beverages. The food is served in the school's cafeteria, but it is not brought into the kitchen.	This is a potluck event. The food is donated and shared, and it is not brought into the licensed kitchen. (MN Statutes, Chapter 157, requires school kitchens to be licensed.)
Organization ABC publicly advertises a lutefisk dinner. All of the food will be prepared at a local social club.	This is not a potluck event. This event requires a license. The attendees are not donating or sharing food.
Organization ABC publicly advertises a food event that will be held at a licensed food establishment. All of the hot food will be held hot in the ovens in the kitchen of the licensed food establishment.	A food event does not qualify as a potluck event if it uses the kitchen of a licensed food establishment.

What are Safe Food Handling Practices?

You must observe the following personal and food sanitation measures before, during, and after service.

1. Do not to prepare/package food, or let anyone help, if experiencing nausea, diarrhea, or vomiting now, or at any time in the proceeding 72 hrs.
2. Wash your hands with soap and water for 20 seconds before cooking food and after:
 - Using the bathroom;
 - Coughing or sneezing into your hand;
 - Blowing your nose or smoking;
 - Each food preparation step or serving function.
3. Change your gloves and wash hands, utensils, and dishes when changing functions from handling or preparing raw or fresh foods to serving fresh or cooked foods.
4. Serve grilled food on a clean plate, not one that held raw meat, poultry or fish.
5. Sanitize all preparation surfaces that may come in contact with food.
 - Use 1 tablespoon chlorine bleach in 1 gallon warm water.
 - Use paper towels during preparation, serving and clean-up.
 - Do not use the same paper towel for multiple tasks.
6. Avoid cross-contamination:
 - Have designated servers serve from pans/plates;
 - Separate unused foods, condiments, marinades, sauces and drinks separate from leftovers.
7. Maintain safe temperatures for potentially hazardous foods or do not serve them.
 - Keep hot foods hot (140° F or above).
 - Keep cold foods cold (41° F or below).
 - Do not serve raw or partially cooked meat, poultry, fish and eggs, including rare or medium-rare hamburger.
8. When you serve food, never leave it out over 4 hours.
9. Throw away potentially hazardous foods that are out temperature control longer than 4 hours. Vegetarian dishes can also be hazardous. Potentially hazardous foods include:
 - Raw and cooked high protein foods such as: meats, poultry, fish, mushrooms, dairy and egg products.
 - Cooked high carbohydrate foods such as: pasta, rice, beans, potatoes, soups, sauces, gravies or food mixtures that contain any of the above items and/or meat and eggs.
10. **When in doubt toss it out.** Food left out at room temperature for more than 4 hours or food which has been used for self service should be discarded after the event.

What are safe temperatures for foods?

Use a thermometer to check temperatures of potentially hazardous foods. Place the thermometer in the center of the dish or the thickest part of the meat away from bone.

Safe cooking temperatures:

- 212° F – Liquid leftovers: soups, gravies, sauces;
- 165° F – Poultry (chicken, turkey, duck) ground or whole pieces;
- 155° F – Ground beef and pork, pork roasts;
- 145° F – Eggs and dishes containing eggs.