



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

KGI Guidelines on Homemade Food for Events and Fundraisers

Purpose

These guidelines aim to support student, faculty, and staff participation in small community-building events while ensuring adherence to food safety standards and institutional values. Individuals or groups serving homemade food at KGI-sponsored activities or KGI-approved fundraisers must comply with these guidelines to minimize health risks.

KGI requires that all food served at **public/large-scale events** be prepared in a licensed kitchen or by an approved caterer. The use of homemade food for public events, particularly where non-KGI members are invited, is discouraged. However, homemade food is allowed for smaller private gatherings, provided that basic food safety practices, such as temperature control and proper hygiene, are observed.

Scope

This policy applies to all small/private events hosted by student organizations, faculty, staff, and affiliated groups involved in KGI-sponsored events or KGI-approved fundraisers.

General Guidelines

Approval and Registration:

- All events involving the sale of homemade food must be approved by KGI Student Affairs or other designated bodies.
- Only food prepared in clean home kitchens or approved venues is allowed.
- An Event Planning Form must be completed for all student-related events on campus.

Food Safety and Handling:

- Individuals involved in food preparation must follow proper hygiene practices, such as handwashing, wearing gloves for ready-to-eat items, and tying back hair.
- Food must be prepared in a clean kitchen, free from pests, and cooked to correct internal temperatures (e.g., 165°F for poultry, 145°F for beef).
- Hot food must be kept at 140°F or above, and cold food at 40°F or below during transport and serving.
- A food safety coordinator must be designated by each group to ensure compliance.

Labeling and Ingredient Transparency:

- All food items must be clearly labeled with ingredients and allergen information (e.g., peanuts, dairy, gluten).
- Labels must indicate whether the food is homemade and include storage instructions for perishable items.

Serving and Storage:

- Food handlers must wear gloves and masks (if necessary) when serving food.

- Food must be stored in sealed containers, and perishable items must be refrigerated or kept on ice.
- Open or served food must be discarded at the end of the event.

Training and Education:

- Event hosts are encouraged to complete a basic food handling course.
- KGI may provide resources or recommend courses for food safety education.

Prohibited Items:

- Raw or undercooked foods (e.g., sushi, rare meats) and homemade canned goods (e.g., jams) are prohibited unless they follow USDA guidelines.
- Alcoholic beverages may not be sold or distributed without explicit approval.

Inspection and Enforcement:

- KGI reserves the right to inspect food setups to ensure compliance.
- Violations may result in event suspension or disciplinary actions, including potential restrictions on future events.

Compliance with Local Health Regulations:

- All fundraising activities must comply with local and state health regulations.
- Groups are responsible for understanding and adhering to all additional health requirements.

KGI Approved Fundraisers:

- Fundraisers are allowed only for recognized KGI clubs and organizations.
- All fundraisers involving homemade food must be approved by Student Affairs.
- A two-week notice is required for event approval.
- Certain baked goods (without perishable fillings) are allowed. Prohibited items include foods requiring refrigeration, such as cream or custard fillings.
- Approved items include baked goods, dry goods, and non-perishable confections.

Types of Homemade Food Allowed at Fundraisers:

- Baked Goods: Non-perishable items like bread, cookies, and muffins.
- Jams and Jellies: Made from high-acid fruits, following canning guidelines.
- Dry Goods: Granola, trail mix, herbs, and spices.
- Candies: Homemade candies, caramels, and chocolate-covered items.
- Fruit Butters: Approved if made from specific fruits and do not require refrigeration.
- Honey and Nut Butters: Raw honey and nut butters that don't require refrigeration.

By adhering to these guidelines, individuals and groups can ensure safe, compliant, and successful events at KGI.

References

- California Department of Public Health
- UC Davis Food Safety and Bake Sale Guidelines
- UC Davis Food Safety and Potluck Guidance

- [CSU Long Beach Hot Food Requirement Guidelines](#)
- [Sonoma State Food Service and Sales Policies](#)