

APPROVED FOOD SALE DATE: _____

FOOD SALE EQUIPMENT CHECK-OUT LIST

To check out food sale equipment, a Student Life Representative and a club representative must BOTH initial and sign for the check-out AND return of all equipment. Please return all equipment clean and dry. **The club will be responsible for damaged or missing equipment.** Failure to comply with these policies will result in the loss of the club's food sale dates for the year.

*****Reminder that only 1 Food Sale per club per semester and MUST HAVE a copy of at least 2 food handler certificates or cards on file with the SLL Office *****

CLUB NAME: _____

| REQUIRED EQUIPMENT (STAFF USE ONLY) | | | | |
|--|----------------------------|-----------------------|---------------------------|----------------------|
| | OUT (SLL STAFF) | OUT (CLUB) | IN (SLL STAFF) | IN (CLUB) |
| Insulated liquid container (WATER ONLY) | | | | |
| Waste bucket | | | | |
| Paper towels | | | | |
| Hand soap/Dish soap | | | | |
| Utensil washing buckets (3) | | | | |
| Drying rack | | | | |
| Bleach | | | | |
| Gloves | | | | |
| Thermometer | | | | |
| Catch bucket | | | | |

ADDITIONAL EQUIPMENT

| | REQUESTED (CLUB) | OUT (SLL STAFF) | OUT (CLUB) | IN (SLL STAFF) | IN (CLUB) |
|---|-----------------------------|----------------------------|-----------------------|---------------------------|----------------------|
| BBQ Grill | | | | | |
| Lighter (see SLL Director) | | | | | |
| Ice Chest(s) | Indicate # | | | | |
| Water Cooler (Orange) (Blue) | | | | | |
| Coffee Urn (Small) (Large) | | | | | |
| Beverage Dispenser | | | | | |
| 5.5 qt. crock pot | | | | | |
| 4.5 qt. crock pot | | | | | |
| Electric skillet | | | | | |
| Electric buffet range | | | | | |
| Microwave | | | | | |
| Chafing dish(es) w/ sterno | Indicate # | | | | |
| Aluminum pan(s) for chafer | Indicate # | | | | |
| Pot(s) (3) | Indicate # | | | | |
| Pan(s) (4) | Indicate # | | | | |
| Cutting board(s) (6) | Indicate # | | | | |
| Popcorn machine (1) | | | | | |
| Popcorn supplies | Indicate # | | | | |
| Cotton Candy Machine (1) | | | | | |
| Cotton Candy Supplies | Indicate # | | | | |
| <u>Serving/Cooking Utensils:</u> | | | | | |
| Dish Towels | Indicate # | | | | |
| Spatulas (8) | Indicate # | | | | |

| | | | | | |
|---|------------|--|--|--|--|
| Serving Tongs (14) | Indicate # | | | | |
| Serving Forks (8) | | | | | |
| Cooking spoons (9) | Indicate # | | | | |
| Slotted/Strainer spoons (9) | Indicate # | | | | |
| Ladle (13) | Indicate # | | | | |
| Knives (9) | Indicate # | | | | |
| Basting brush (1) | | | | | |
| Ice cream scoop (3) | Indicate # | | | | |
| Can opener (3) | Indicate # | | | | |
| Measuring Cups | Indicate # | | | | |
| Media Equipment: (Set up by SLL) | | | | | |
| PA System (small blue) | | | | | |
| Extension cord(s) | | | | | |
| Carts | | | | | |
| Sandwich Boards(4) | | | | | |

Items checked OUT by (SLL Staff Name): _____ **Date:** _____
Items checked IN by (SLL Staff Name): _____ **Date:** _____
Items checked OUT by (Club Member): _____ **Date:** _____
Items checked IN by (Club Member): _____ **Date:** _____



TIPS FOR FOOD SALE SUCCESS

- **MAKE SURE YOUR FOOD SALE HAS PRICING SIGNAGE.**
- **CHECK OUT A CASH BOX AT THE CASHIER'S OFFICE. (HANNELLY CENTER)**
- **CHECK OUT CHANGE FOR CASH BOX FROM THE CASHIER'S OFFICE. (*CHANGE REQUIRES PETTY CASH REQUEST FORM*)**
- **CONFIRM CLUB MEMBER COVERAGE OF YOUR FOOD SALE.**
- **YOU MUST HAVE AT LEAST ONE MEMBER WITH A FOOD HANDLER'S CARD PRESENT AT FOOD SALE TENT FOR ENTIRE DURATION OF EVENT.**
- **THE COUNTING OF FOOD SALE MONEY MADE AND THE DEPOSIT OF ALL MONEY MUST BE DONE BY THE CLUB ADVISOR.**
- **IF YOU NEED ANY ASSISTANCE, PLEASE CONTACT THE STUDENT LIFE & LEADERSHIP OFFICE AT 602-285-7231.**



Phoenix College Student Life & Leadership
Building Communities Through Involvement!

For More Info Contact Us At
 602.285.7231
 We Are Located In The Student Union

FORM LAST UPDATED: 05/20/15