Acknowledgement of Requirement for Mesabi Range College Potluck Events
(Must be completed a minimum of 5 business days before event)

1. Event must conform with state definitions of “potluck” as put forth in “Potluck Events Defined” section below.
2. The event name must include ‘potluck’ so that it is clear to everyone that home-prepared foods will be served. For instance, if the Student Senate hosts a Welcome Week party, it might be named the “Student Senate Welcome Week Potluck”.
3. Any advertising for the event (i.e. flyers, e-mails, 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 potluck event.
6. The event may be canceled 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.

Potluck Events Defined: 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. Any fundraising efforts must be separate from the potluck event. Events sponsored by a licensed food establishment or for which food is prepared or held in the kitchen of a licensed food establishment is not a potluck event.

Example Situations:

1. Organization ABC publicly advertises a potluck event. The ad states that everyone brings a chicken (cooked at home or brought ready-to-eat from a store) and a side dish to share. The organizers of the event will provide desserts, beverages, and paper supplies.

   Application - this is a potluck event because the food and/or supplies are donated and shared by the attendees

2. A religious group would like to sell frozen pizzas to the community to raise funds for a new addition.

   Application - this is a special food event, not a potluck, and the governmental agency may require a license.

3. 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.

   Application – 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.)
4. Organization ABC publicly advertises a lutefisk dinner. All of the food will be prepared at local social club.

   **Application** – this is not a potluck event. This event requires a license. The attendees are not donating or sharing food.

5. 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.

   **Application** – a food event does not qualify as a potluck event if it uses the kitchen of a licensed food establishment.

6. Organization ABC publicly advertises a food event. Someone is willing to roast a pig for the event, but will not be reimbursed by the organization for the cost. All food is donated and shared among attendees. The food is not brought into a licensed kitchen.

   **Application** – this is a potluck event. If the person is roasting and donating the pig as their contribution to the event, no license is required.

**Potluck Tips and Food Safety:**

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

- 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 at the potluck.
- Do not use warming trays or crock-pots to reheat food, use a microwave 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.
- Be sure to provide plenty of places to dispose of garbage. Keeping garbage away will help to prevent cross contaminating the food area.
- Prevent “double dipping” by ensuring that there is a spoon available for each dip at all times.
- Provide an ingredient card next to dish so those individuals that may have specific food allergies can make a determination of food safety.

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

Group/organization: ________________________________ Potluck Event to be held on _________________, 20___, located at ________________________________.

Signed: ________________________________ Date: __________________

Printed Name: ________________________________