

Student Organization Potluck Dinner Guidelines

A potluck dinner is one where preparation of food is the responsibility of individuals and the amount of food prepared is limited. The number of persons attending such an affair is limited to 50 people and is only open to members and friends of the organization. A potluck dinner is an event where participants attending bring a “dish to pass” and this dish may be prepared in an individual’s kitchen and brought to a meeting/event to share.

Drexel University and the Office of Campus Activities do not inspect or issue permits for potluck dinners. However, we are interested in the prevention of food borne illness. It is your responsibility to read, understand, and follow the following brief guidelines. By abiding by these guidelines, you can minimize the risk of illness being transmitted through food.

Potluck dinner guidelines:

1. Your event must be for no more than 50 people, which is limited to members of the organization and Drexel students, faculty, and staff, and guests. The food may not be offered to the general public for consumption.
2. No cooking food on premise.
3. Perishable food must be maintained at its required temperature. Hot food must be kept hot and cold food must be kept cold. No open flame permitted with the exception of Sterno.
4. There can be no tampering with food items to cause harm (physical or emotional) to anyone eating the food.
5. No illegal substances may be added to any item that is prepared for a potluck dinner.
6. You must notify Event Services that you will be having potluck food when your event takes place on campus. Your Potluck Dinner must be reflected in the confirmation report from Event Services.
7. You must clean up after yourself and not leave unused food items at the end of your event. Failure to clean up after your event will result in clean-up charges that will be billed to your student organization account.
8. Persons providing the food must do so at their own expense and is not eligible for SAFAC or other student organization account reimbursement.
9. Persons eating the food provided will not be charged.
10. Individuals preparing and/or serving the food must wash their hands and use safe food handling precautions.

Failure to adhere to these policies could result in loss of privileges to host potluck events in the future as determined by the Office of Campus Activities. Additionally, failure to comply with the above guidelines may result in Judicial action to either the individual or to the organization.

It is important to know that food containing bacteria or viruses that can cause food borne illness does not smell or taste differently, so it is imperative that members who are preparing and serving food for a potluck follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

If you have additional questions, please contact the Office of Campus Activities at askoca@drexel.edu or 215-895-1328.