

DECLARATION OF NON-PROFIT STATUS FOR OCCASIONAL EVENTS

(Craven Act Exemption | Senate Bill 1641, CRFC § 113789(c)(4)*)

The following is to be completed by a Non-Profit Association/Organization receiving benefit from their coordinated event including supporting documentation meeting the requirements of Section 214 of the Revenue and Taxation Code, all For-Profit Food Vendor Declaration Forms (Attachment I), and a cover letter describing the event (Attachment II). Upon approval, a Craven Act Exemption Letter will be generated and sent to you. Please maintain the letter at the event or post at the respective food operation(s).

NON-PROFIT ASSOCIATION/ORGANIZATION INFORMATION			
Name of Applicant:			
Business Address:			
City, State:		Zip code:	
Tax ID Number:		Tax Exemption Status:	

For-Profit entities donating food and/or beverages for the benefit of the above applicant:

OCCASIONAL EVENT INFORMATION			
Name of Occasional Event:			
Event Location/Address:			
City, State:		Zip code:	
Event Date(s):			

Signature of Authorized Officer of Association/Event		Date
Print Name		
Email Address		
Daytime Phone Number	Cell Phone Number	

*CalCode 113789(c)(4) states that a food facility does not include "a for-profit entity that gives or sells food at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, if the for-profit entity receives no monetary benefit, other than that of resulting from recognition from participating in an event."

CalCode 113735 "Approved source" means a food source allowed under Article 3 (commencing with Section 114021) of Chapter 4, or a producer, manufacturer, distributor, or food facility that is acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, with current public health principles and practices, and generally recognized industry standards that protect public health.

ACCEPTABLE PROOF OF NON-PROFIT STATUS

<u>DOCUMENT</u>	<u>SOURCE</u>
1. Articles of Incorporation as nonprofit organization.....	Secretary of State
2. IRS Letter showing organization to be tax exempt	Internal Revenue Service
3. State Franchise Tax Board Letter showing organization Tax Exempt.....	Franchise Tax Board
4. Certificate of Registration with the State Registry of Charitable Trusts	State Registry of Charitable Funds
5. Statement of Accountability	A statement from the Non-Profit Organization stating how the funds are disbursed and amount of overhead expenses.

DECLARATION OF FOR-PROFIT FOOD VENDOR
(Attachment I)

This declaration is to affirm that _____ is requesting
(Name of for-profit food vendor)

exception from the State Law requirements for Occasional Event Food Vendors under provisions of CalCode 113789(c)(4) of the California Retail Food Code, and will be giving or selling food at:

OCCASIONAL EVENT INFORMATION			
Name of Occasional Event:			
Event Location/Address:			
City, State:		Zip code:	
Event Date(s):			

For the benefit of _____.
(Name of Non-Profit Association/Organization)

I certify that the above is true and correct to the best of my knowledge and belief. I further certify under penalty of perjury that the above name for-profit food vendor **will receive no monetary benefit** other than that resulting from recognition for participating in the event.

Signature of For-Profit Food Vendor	Date
Print Name and Business Name	
Address	
City/State/Zip	
CA Driver's License	
Daytime Phone Number	Cell Phone Number

SPONSORING NON-PROFIT ASSOCIATION/ORGANIZATION DECLARATION
(Attachment II)

(To be transferred on the Non-Profit Association/Organization letterhead)

Date

City of Long Beach
Dept. of Health & Human Services
Bureau of Environmental Health
2525 Grand Avenue # 220
Long Beach, CA 90815

To whom it may concern:

This is to advise you that _____ will be sponsoring
(Name of Non-Profit Association/Organization)

and receiving the benefit from (a) For-Profit Food Vendor which will be giving or selling food at:

OCCASIONAL EVENT INFORMATION			
Name of Occasional Event:			
Event Location/Address:			
City, State:		Zip code:	
Event Date(s):			

«List all For-Profit Food Vendors giving or selling food»

It is our belief that the For-Profit Food Vendor will receive no monetary benefit other than that resulting from recognition for participating in the above event. A copy of a document showing our 501(c)(3) non-profit status is attached to this letter,

Sincerely,

«Signature»

Name
Title
Phone Number

RECOMMENDED FOOD HANDLING GUIDELINES

- I. Food Handlers
 - a. Wear cleaning clothing
 - b. Wash hands before handling food and a frequent intervals. A hand washing station should be accessible to all food handlers.
 - c. Wear hat, cap or some type of hair covering.
 - d. Do not smoke in food booths.
 - e. If you are ill or have sores on your hands, you should not handle foods.
 - f. Use disposable gloves and change them often

- II. Refrigeration-Cold Food
 - a. Refrigeration; dry ice; or ice may be used.
 - b. Meats, hamburger patties, sauces, cream pastries, wieners, sausages, milk and other readily perishable foods require refrigeration to 45°F or below to prevent the growth of pathogenic bacteria or the production of toxins.

- III. Hot Foods
 - a. Keep foods being served hot at 135°F or above to prevent the growth of pathogenic bacteria or the production of toxins
 - b. Foods kept in warmers or similar devices should be heated quickly.
 - c. Any foods left over from the previous day should not be reused.

- IV. Food Protection
 - a. All open food should be protected from potential contamination by the public or food booth workers.
 - b. Keep foods covered to protect all open foods from flies, dust, insects and the public.
 - c. All food, food containers, and utensils should be kept a minimum of six (6) inches above the floor.
 - d. Handle foods as little as possible. Use utensils (tongs, scoops, etc.)

- V. Utensils
 - a. Use only clean utensils.
 - b. Use only single-use, throw-away spoons, forks, plates, cups, etc.
 - c. Do not galvanized or enamelware storage containers for acidic foods or juices.

- VI. Insecticides
 - a. Do not store any poisonous substances such as insecticides near foods.

- VII. Condiments
 - a. Individual packages, squeeze, pour or pump-type containers should be used.

For further information, please contact our office at 562-570-4132.