



To minimize food waste, charitable organizations can only accept donated food that has been handled safely.

Donating Food From Events to Charitable Organizations

CONTACT PERSONS

Answer

For the event?

Preparing the food?

Charitable organization?

FOOD FOR DONATION

Answer

What food will the event organizer donate?

Is the donated food prepared in a licensed kitchen?



FOOD SAFETY

How will food that is not served or displayed be protected from contamination?

How will the temperature be controlled for food not served or displayed?

How are food allergen notices handled?

TRANSPORTATION

What is the plan for transporting the food donation?

CONSIDERATIONS

How is the amount of food estimated to minimize food waste?

What are the policies for food waste?

Answer

Answer

Answer





Flowchart for Donating Food From Events to Charitable Organizations.

START HERE

COORDINATING CONTACTS

Is there a contact person for:

- Cannot donate ← NO The event?
- Cannot donate ← NO Preparing the food? YES
- Cannot donate ← NO The charitable organization?

FOOD FOR DONATION

- Cannot donate ← NO Will the charitable organization accept the food? YES
- Cannot donate ← NO Is food prepared in a licensed kitchen?

FOOD SAFETY

- Cannot donate ← NO Will donated food be unserved and not displayed to prevent contamination? YES
- Cannot donate ← NO Will food be handled to prevent unsafe temperatures? YES
- Cannot donate ← NO Will food allergens be identified?

TRANSPORTATION

Will food be delivered by the event planner, caterer, or charitable organization?

- YES
- NO → Cannot donate

CONSIDERATIONS

Is there a food waste policy to estimate the required food and minimize waste?

- YES
- NO

Create a food waste policy to estimate the required food and minimize waste.





Checklist for Donating Food From Events to Charitable Organizations.

Successful events should include plans to donate extra food to reduce food waste.

Food must be handled safely to preserve quality and reduce the risk of foodborne illness by keeping it at the correct temperature and avoiding exposure to contaminants.

Caterers can reduce food waste by coordinating with event planners and charitable organizations.

Food pantries and other nonprofits can create a policy for accepting extra food after an event.

There are five sections to the checklist: coordinating contacts, food for donation, food safety, transportation, and considerations.

Start with the Coordinating Contacts section.

Answer this question: **Is there a contact person for the event?**

If no, cannot donate.

If yes, answer this question: **Is there a contact person who is preparing the food?**

If no, cannot donate.

If yes, answer this question: **Is there a contact person for the charitable organization?**

If no, cannot donate.

If yes, continue to the Food for Donation section.

Food for Donation section.

Answer this question: **Will the charitable organization accept the food?**

If no, cannot donate.

If yes, answer this question: **Is food prepared in a licensed kitchen?**

If no, cannot donate.

If yes, continue to the Food Safety section.

Food Safety section.

Answer this question: **Will donated food be unserved and un-displayed to protect from contamination?**

If no, cannot donate.

If yes, answer this question: **Will food be handled to prevent unsafe temperatures?**

If no, cannot donate.

If yes, answer this question: **Will food allergens be identified?**

If no, cannot donate.

If yes, continue to the **Transportation section.**



Checklist continued.

Transportation section.

Answer this question: **Will food be delivered by the event planner, caterer, or charitable organization?**

- If no, cannot donate.
- If yes, continue to the Considerations section.

Considerations section.

Answer this question: **Is there a food waste policy to estimate the required food and minimize waste?**

- If no, donate food and decrease food waste. Then, create a food waste policy to estimate the required food to minimize waste.
- If yes, donate food to minimize waste.

References

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