

## Illinois State University – Event Management, Dining, and Hospitality

### Food Donation Guidelines

The Department of Event Management, Dining, and Hospitality (EMDH) is committed to sustainability in a variety of ways. This includes seeking to reduce, donate, and/or compost surplus food to the extent possible across the Department, including that which is produced in our residential and self-operated retail dining facilities as well as from other events catered by our staff.

EMDH attempts to reduce or eliminate surplus food at the source by careful consideration of the amounts and types of food that are purchased and produced across the various campus venues. However, given the volume and variability inherent in the food production, events, and services that are involved, there remains some amount of surplus food that must be addressed.

In that regard, when possible EMDH strives to donate surplus food in a way that fits the criteria of the appropriate community service organizations in order to benefit those in need within our local area. If donation is not viable, then EMDH utilizes its in-house equipment to prepare all remaining organic waste which is then collected by Better Earth Compost and transported to their composting facility.

EMDH staff are encouraged to exhaust all alternatives permitted by University regulations along with the relevant state and local health and sanitation codes before discarding surplus food. Please see below for more details about currently established opportunities for the Department to engage in surplus food donation:

- Scheduled donations of surplus food from the Residential, Catering, and Retail Dining venues  
Administrators are to coordinate when possible with the Midwest Food Bank - Bloomington-Normal Division to schedule pick-ups of surplus food items at strategic points of the academic year. As an example, donations may be scheduled just prior to semester or holiday breaks when surplus food inventory (as deemed by the appropriate Dining Administrators) has been identified and designated for donation.
- Partnership with ISU chapter of the Food Recovery Network  
The EMDH Catering team partners with the ISU chapter of the Food Recovery Network (FRN), which is a national nonprofit organization that helps fight food waste and hunger. This registered student organization has a mission of recovering food that would otherwise be discarded or composted and donating it to people in need within the local community. EMDH Catering works with FRN to recover left over food from events when possible so that it can be delivered to Home Sweet Home Ministries.
- Partnership with the Office of Sustainability at ISU  
EMDH partners with the Office of Sustainability to offer the Redbird Fresh Market program to the campus community. This is a subscription-based program providing fresh fruit and produce to the campus community each week. On distribution days (Fridays during the fall/spring semesters), left over fresh fruit and produce is donated to the School Street Food Pantry which administers a program distributing food and household supplies to Bloomington/Normal area college and trade school students facing food insecurity.
- Other surplus food donation opportunities  
If EMDH staff identifies an opportunity for a potential surplus food donation, they are encouraged to contact their appropriate Administrator to first review and verify whether the donation opportunity is viable for the Department, and if it will comply with the University's

guidelines along with the relevant state and local health and sanitation codes, before making any arrangements to proceed with the donation process.

Please see below for a list of local non-profit agencies accepting surplus food donations:

- Midwest Food Bank – Bloomington-Normal Division, Normal, IL
- Home Sweet Home Ministries, Bloomington, IL
- The Salvation Army – Safe Harbor, Bloomington, IL
- School Street Food Pantry – Normal, IL

For more information on surplus food donations through EMDH, please call (309) 438-8351.