

Student Affairs Area Name: Student Wellness

Effective Date: 03/01/2023

Procedure Number: SW-p.001.01

Working Procedure for the Ekho Bites Food Alert Program

Intent: To provide defined guidelines for CSUCI's Ekho Bites Food Alert Program and reduce food waste on campus while addressing food insecurity among CI students.

Background: Basic Needs, in partnership with Institutional Technology, University Auxiliary Services, the University Events Office, and interested campus partners is interested in connecting students that need food to on campus departments and programs that have free food available via leftover catering, donations received, etc. in order to reduce both food insecurity and food waste on campus. There is no structured system currently providing this service on campus, and students generally find out about available free food via word of mouth from event hosts or via social media from Basic Needs.

Accountability: The Basic Needs Program is responsible for ensuring that the program provides the necessary assistance to on campus entities interested in participating in the Ekho Bites Food Alert Program.

Applicability: Institutional Technology, University Auxiliary Services, University Events Office, Basic Needs office, Campus Partners

Definition(s):

- **Campus Partner:** a campus department (such as Residence Life, Student Organizations, Academic Advising, Student Affairs, etc.) or an already existing student organization (such as a National Sorority or Fraternity, Student Government, etc.) that hosts events on campus with catering and that may have an interest in reducing food waste and addressing food insecurity among CI students.
- **Event Host:** a person that has formal oversight over any of the following types of social gatherings: ceremony, celebration, concert, conference, presentation, dance, organized athletic or sporting event, recital, etc.
- **Food Insecurity:** the condition of not having access to sufficient food, or food of an adequate quality, to meet one's basic needs.
- **Food Waste:** refers to food that is fit for consumption but consciously discarded at the retail or consumption phases.

Procedure:

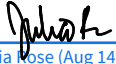
1. Institutional Technology
 - a. Director of IT Strategy or designee will add an opt in alert system to the existing MyCI app to allow CI students to sign up for alerts regarding food available free of cost on campus.
 - b. Director of IT Strategy or designee will develop and operate a system to approve campus partners to use the Ekho Bites Food Alert System.

2. University Events Office
 - a. University Events Office will provide a contact list to Basic Needs for campus areas that hosted events with catering on campus Fall 2022.
3. Office of Basic Needs
 - a. The Associate Director of Basic Needs or designee will develop promotional materials related to recruiting students and campus partners for the Ekho Bites Food Alert Program.
 - b. The Associate Director of Basic Needs or designee will market Ekho Bites Food Alert Program to campus areas that hosted events with catering on campus Fall 2022.
 - c. The Associate Director of Basic Needs or designee will provide informational meetings and training to campus partners interested in participating in the Food Alert Program to educate partners on Ekho Bites Food Alert Program policies and procedures.
 - d. The Associate Director of Basic Needs or designee will establish an Ekho Bites Food Alert template for campus partner use that includes required information.
4. Campus Partners
 - a. Campus partners interested in participating in the Ekho Bites Food Alert Program will attend at least one Ekho Bites Food Alert Program online or in person training in order to be well versed on Ekho Bites Food Alert Program policies and procedures.
 - b. Campus partners will go through the approval system in order to access the Ekho Bites Food Alert Program and send out alerts.
 - c. Campus partners will be responsible for ensuring they have adequate food, plates, cups, etc. for at least 10 people before issuing an alert.
 - d. Campus partners will be responsible for ensuring they have a minimum of 30 minutes remaining in their room reservation before sending an Ekho Bites Food Alert.
 - e. Campus partners will utilize the template provided by Basic Needs to issue alerts via the MyCI app regarding immediately available food to those students who have opted in.
5. University Auxiliary Services
 - a. Executive Director of Auxiliary Services or designee will assist with marketing Ekho Bites Food Alert Program to relevant event hosts and/ or campus partners utilizing materials developed by Basic Needs.
 - b. Executive Director of Auxiliary Services or designee will monitor events as appropriate to ensure food is heated or iced for the duration of each event.
6. Food Alert Logistics
 - a. The Ekho Bites Food Alert Program is open only to CSUCI Faculty, Staff, and Students and only applicable to on campus events hosted by CSUCI Faculty, Staff, and Students.
 - b. CSUCI Faculty, Staff, and Students that have been approved by the Director of IT Strategy or designee to send Ekho Bites Food Alerts during their hosted campus events must agree to utilize the template provided by the Basic Needs program.
 - c. During a hosted activity or event, upon recognizing that there is food not likely to be utilized and that will result in significant food waste, the event host will issue an alert via the MyCI app to allow those students who have opted in to alerts to access that food.
 - d. Event hosts will issue an alert utilizing the template via MyCI indicating the event location, type of food available, end of reservation time (when food will no longer be available), and the sponsor for the event/ alert.
7. Distribution of Food items
 - a. Event hosts will remain present for the duration of time that students are accessing food.
 - b. Food must be consumed at the event location using the silverware, plates, cups, napkins, etc. provided for the event unless it is pre-packaged items that don't require refrigeration or heat.
 - c. Event hosts providing access to food should not exceed the reservation time for their event.
8. Food Alert Program Reports

- a. The Associate Director of Basic Needs or designee will compile reports each semester regarding the number of times Ekho Bites Food Alert Program was utilized by campus partners and the number of students served by the program.

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