ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Cougar Pantry On-the-Go Initiative
Guidelines & Agreement

Overview
The ASI Cougar Pantry received funding through Feeding San Diego's Agency Capacity Pass-Through Funding Grant in 2023 and from the American Heart Association in 2025. These grants have significantly enhanced ASI's ability to provide fresh produce to students. As a result, a combination of mini fridges and two large refrigerators have been strategically placed across campus to ensure that CSUSM students have convenient access to fresh produce, even when they are unable to visit the main ASI Cougar Pantry location in Commons 104.

Selection of Refrigerator Locations
The selected sites were chosen based on partnerships formed and utilized since the pantry's inception in 2018. Additional locations were also selected considering their distance from the pantry/access for pantry staff delivery, hours of operation for student access, distance to existing mini fridge/access to other food resources, and the volume of student traffic they experience.

Current Locations include:
1. Kellogg Library | 2nd Floor break room
2. Epstein Family Veterans Center | Lobby
3. STEM Success Center | Extended Learning Building 251
4. Educational Opportunity Program /Trio Student Support Service | Administration Building 4100
5. Achieving College Excellence (ACE) Scholars | Administration Building 3400
6. Student Health and Counseling Services | Lobby
7. Clarke Field House Lobby
8. Associated Students, Inc | Lobby USU 3700
9. COMPASS Center | Kellogg 1103
10. Social and Behavioral Sciences Building (SBSB) | 1st floor, next to vending machines

If a refrigerator location is experiencing low student usage or inability to access for stocking, the ASI Cougar pantry staff will reevaluate location and may reassign to ensure best student access and ASI Cougar Pantry resources.

If other centers/areas/departments are interested in hosting a pantry on the go refrigerator and one is not available for their use, they would need to purchase the refrigerator and coordinate with ASI Cougar Pantry for stocking. The centers/areas/departments would need to have a supervisor or point of contact designated to complete a partnership agreement. ASI Cougar Pantry can deny a request based on ASI Cougar Pantry available resources including availability of staffing, product and/or delivery route.

Risk Assessment & Guidelines
Due to the communal nature of the refrigerators, Associated Students, Inc. (ASI), in collaboration with campus partners, has established the following guidelines to ensure refrigerator safety and proper food handling practices:

- The refrigerators will be utilized to distribute food for programmatic efforts on behalf of the ASI Cougar Pantry.
- The refrigerators will be filled and cleaned by ASI Cougar Pantry employees that have been approved by the ASI Cougar Pantry Manager.
- Due to food safety standards:

  - Mini- Refrigerator must be kept at least 6 inches off the ground
  - No personal food items are to be stored in the refrigerator
  - No additional food donations are allowed in the refrigerator
- Refrigerators must be plugged directly into a wall outlet. The use of extension cords, power strips, or surge protectors for powering refrigerators is strictly prohibited, in accordance with campus fire and electrical safety regulations.

Fridge Partnership Agreements

Area Department Agreements:

- Purchase fridge if ASI is unable to provide a unit.
- Ensure that your center/area/department can provide safe and proper handling of food products as needed.
- Keep the refrigerator plugged directly into the wall and not into any extension cords, power strips, or surge protectors; do not move fridge from ASI approved location.
- Commit a member of your team to check and/or monitor the refrigerator for cleanliness each day.
- Give ASI Cougar Pantry contact a minimum of 2 weeks' notice to make changes, if permanent nonemergency changes are needed.
- Do not allow any stickers, flyers, or office decor are to be posted on the refrigerator

ASI Agreements:

- Provide the appropriate amount of food for participants.
  - Coordinate delivery logistics including delivery of produce.
- Remove any items from the refrigerator and clean out of the unit once a week.
- Check Temperature of refrigerator upon delivery of food.
  - A clipboard with a temperature log will be attached to the refrigerator.
  - If any issues, ASI Cougar Pantry will manage and maintain. If the refrigerator issue is unable to be managed, ASI will remove the refrigerator unit from the space. If ASI has the funding, it will replace the unit.

I have read, reviewed, understand, and agree to abide by the above terms.
I understand that violation of any of the policies or conditions of this agreement may result in the loss of the program privileges.

_____ _____
Printed Site Contact Name & Title Date

_____ _____
Site Contact Signature Date

_____ _____

ASI Cougar Pantry Manager Signature Date

_____ _____

ASI Executive Director Signature Date