



GUIDELINES FOR FOOD TRUCKS

The Enterprise Funds Department has developed this process to establish a list of food truck vendors that are permitted to occupy District property for certain events. This process will produce a list of pre-approved food truck vendors that FBISD staff, parent organizations and facility rental patrons can use at their events. The list of food truck vendors will replace the *individual facility rental requests* that were previously required for their presence on District property.

Food trucks must register with the District whether or not they are part of a fundraiser.

Application

Food truck vendors are required to complete an application to register with Fort Bend ISD. As part of the application process, the following information will be required and considered:

- Three (3) references
- Proof of food handler permits in appropriate counties/cities
- Proof of liability coverages (limits set by FBISD Risk Management)
- Criminal Background Certification
- Felony Conviction Notice
- W-9
- \$50 non-refundable application fee

The food truck registration application can be found via this [link](#). If the link does not work for you, go to www.fortbendisd.com > Departments > Enterprise Funds > Food Trucks). Applicants should carefully complete the online application and submit it once complete. Registration fees are accepted online. Upon the completion of your online application, you will be redirected to the payment screen. We accept Discover, MasterCard or VISA (debit, credit or check card).

Applicants will be notified via email within a minimum of seven business days of their approval status.

Approved vendors will receive an FBISD electronic permit certificate that can be printed and posted in their truck to display that they are an approved, registered food truck vendor permitted to be on FBISD property. If it's not visible or presented to any FBISD staff that requests to see it, the vendor must leave FBISD property immediately. Food truck(s) that are involved in District activities may not park across the street / off District property to avoid the process and approval requirements – this is grounds for removal from the registered list without a refund being issued.

Food Truck Vendors / Non-district Use

Vendors wishing to park on District property to operate their truck may do so without direct affiliation to a District activity by submitting a Facility Use Contract. If the request is approved, all facility rental fees will be applied for the dates/hours authorized and must be paid in full ten days in advance of their



use. All food trucks must be registered and listed as a vendor before the Enterprise Funds Department will consider any facility use requests.

Food Truck Registration

Before participating at a campus or district event open to the public, all registered food trucks must obtain the proper annual or temporary health permit from the jurisdiction in which the campus is located. No exceptions will be granted. For private events where the campus or department hires the food truck (handled through a different process than this one) and no selling will take place, the best practice for this circumstance is to use the food trucks from our registered food truck list. These trucks will have been vetted to ensure they've been permitted through the proper health inspection authority and that they have the required insurance.

Parent Organizations / Fundraisers

It is important to note that this list does **not** supersede the fundraiser request process. Campuses and parent organizations will still be required to obtain fundraising authorization through the established District procedure, but must utilize a truck from the pre-approved list for their activity.

If proper approval is granted through the District fundraising request process for food truck sales on District property, please note that the following apply:

- Food truck fundraiser activities are not permitted under any circumstance during school hours (Board Policy FFA).
- Fundraising organizations must request corresponding facility use approval and should note that food trucks will be present;
- If the food truck event begins prior to the thirty (30) minute regulated 'end-of-day' period, and is approved, then Smart Snack Regulations apply (Board Policy FFA).
- The food truck(s) may not park across the street / off District property to avoid the process and approval requirements. Any fundraising organization found doing this will be called to meet with Administration to discuss future fundraising opportunities.

If proper approval is granted through the District Administrator for a tailgate event or staff event on District property, please note that the following apply:

- The fundraising organization will be held responsible for ensuring that the GE-E4 form is completed and approved as they are using the District's Child Nutrition Department health permit to serve the food.
- The fundraising organization will be held responsible for ensuring that the Facility Use on-line reservation request is completed and approved in order to reserve the space for the activity – noting that food trucks will be present (we need to include the space needed for them in the reservation).



- If the food is free to parents / students, then the fundraising process for approval is not required, but a facility use form is. If a fee will be assessed to participate, then all fundraising and facility use processes and requirements apply.
- The Campus Administrator or Department Administrator responsible for a staff event must notify the Enterprise Funds Department by way of the [facility use platform](#) that they have requested food trucks to park on site for an event.

Please keep in mind that the District has a fabulous catering department that can provide services, too.

Use of inflatables, amusement rides, tents or outdoor water play at these events must be authorized in advance by the Campus Administrator and Assistant Director of Risk Management.

The District appreciates all that the parent and booster organizations do for our students. Please keep us informed through the established processes so we can work with you to foster great fundraising opportunities, ensuring the safety of our students and staff.

For more information about the fundraising process, facility rental process or catering opportunities, please visit our website at www.fortbendisd.com.

Contacts:	Fundraising Process	Sarah Kovar	(281) 634-1165
	Child Nutrition	Elizabeth Garica	(281) 634-1201
	Facility Rental	Carmen Torres	(281) 634-5568
	Risk Management	Bridget Chustz-	(281) 634-1721
	Catering	Morrison Mark Albright	(281) 634-3610