



January 15, 2011

Dear Mission Viejo Non-Profit Organizations:

This year, the Mission Viejo Activities Committee is announcing a new event titled, **Up in the Air** – Mission Viejo Takes Flight. The event will take place on Saturday, April 2 between the hours of 10am-2pm. Up in the Air will be hosted on The Green located next to the Norman P. Murray Community Center, 24932 Veterans Way, Mission Viejo, CA 92692. This exciting event will showcase many things that go **Up in the Air** such as a disc dog show, planes, kites, bubbles and so much more. It will also provide a venue for non-profit organizations to host a food booth as a fundraiser.

Food vendor applications will be accepted starting January 20, 2011. All applications must be submitted with all required forms completed, a legible copy of your agencies' non-profit status (501c3 form), and must comply with all of Orange County Health Care Agency Requirements (see attached or visit <http://www.ochealthinfo.com/docs/regulatory/eh/eF042-09.1343 NonProfit TFF App.pdf>).

Due to large interest for previous events, all applications will be accepted on a first come first serve bases and only complete applications with all documentation and payment will be accepted. (This event will be limited to a total of 4 food vendors and the Activities Committee will host a drink booth.)

All applications are to be completed and submitted to:

Mission Viejo Activities Committee  
Attn: Up in the Air Food Booth  
24932 Veterans Way  
Mission Viejo, CA 92692

We look forward to your participation in Up in the Air. For more information please visit our web site [www.mvactivities.com](http://www.mvactivities.com).

Respectfully,

Mark Nix  
Up in the Air Committee  
Mission Viejo Activities Committee  
949-830-7066

**MISSION VIEJO ACTIVITIES COMMITTEE'S  
UP IN THE AIR – MISSION VIEJO TAKES FLIGHT  
NON-PROFIT FOOD VENDOR APPLICATION**

**NAME OF ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**CONTACT PHONE NUMBER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**NON-PROFIT ID #** \_\_\_\_\_

**LIST PRIORITY ITEMS: 1)** \_\_\_\_\_ **2)** \_\_\_\_\_ **3)** \_\_\_\_\_

EACH GROUP WILL HAVE EXCLUSIVE RIGHTS TO ITEM'S APPROVED BY COMMITTEE

**CONDITIONS OF APPROVAL:**

1. COPY OF 501C-3 (NON-PROFIT STATUS) (CLEAR LEGIBLE COPY)
2. A PERSON OVER THE AGE 18 MUST BE PERSENT AT ALL TIMES
3. APPLICANT MUST COMPLY WITH ALL PROVISIONS OF THE UP IN THE AIR EVENT
4. HEALTH DEPARTMENT APPROVAL

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**COMMITTEE USE ONLY**

\_\_\_\_\_  
AUTHORIZED BY

\_\_\_\_\_  
PERMIT #

\_\_\_\_\_  
DATE

# GENERAL APPLICATION INFORMATION AND AGREEMENT

1. All applications will be subject to committee approval.
2. Organizations must be a Mission Viejo based Non-Profit Organization.
3. Booths are required to be open and staffed during event hours – **(NO EXCEPTIONS)**
4. Each vendor will be responsible for all cash sales at his/her booth. Please make your own arrangements for adequate change.
5. You will sell only those items listed and approved on your application
6. Vehicles must follow traffic regulations (traffic flow, parking, no parking area, speed on site etc).
7. Vehicles in violation of parking regulation will result in vehicle being towed away at owners expense **(NO EXCEPTIONS)**.
8. 2 parking passes will be assigned per approved vendor to park in designated area.
9. Each vendor is responsible for the clean up around his/hers food booth area. Booth should be neat and clean at all times.
10. Vendors will not be allowed to sell drinks. Food items only.
11. Up in the Air will provide you with a 10 x 10 tent on a 10 x 20 space to operate your booth. Organization is responsible for bringing everything needed within this space including tables and chairs.

Failure to comply with this agreement may prevent your organization from participating in this event and others in future years.

By signing this I agree to comply with the rules and regulations.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

COMMITTEE USE ONLY

\_\_\_\_\_  
AUTHORIZED BY

\_\_\_\_\_  
PERMIT #

\_\_\_\_\_  
DATE

# Up in the Air Food Booth Checklist

The following items must be submitted with your Application in order to be accepted and will only be entered for consideration if complete.

- Letter to Health Care Agency on Organization Letterhead
- Proof of Nonprofit Status (see list of approved documents)
- Up in the Air Nonprofit Food Vendor Application
- \$40 check payable to M.V.A.C.
- Copy of signed General Application Information and Agreement



# *ENVIRONMENTAL HEALTH*

# *INFORMATIONAL BULLETIN*

**TO:** Event Participants

**FROM:** Environmental Health  
Orange County Health Care Agency

**SUBJECT:** Application Procedure for Nonprofit Organizations

The attached application contains an application for Health Permit Exemption and five attachments:

### **Page 2 & 3**

- Attachment I is an example of the letter that is to be typed on your organization's letterhead.
- Attachment II, on the reverse side, lists some of the documents that are acceptable as proof of nonprofit status. A copy of any one of the documents listed should be enclosed with your organization's letter of intent to participate in the event.

### **Page 4 & 5**

- Attachment III lists the recommended food handling guidelines for nonprofit organizations. Please read them carefully, paying particular attention to the food temperature and food protection requirements. Please note that we ask you to wear some type of hair restraint and to refrain from smoking in the food booth or while handling food.
- On the reverse side is a pictorial display of the minimum handwash facilities that you should have in your booth. Designate a specific area of your booth in which to locate your handwashing facility.

### **Page 6**

- Application for Health Permit Exemption. Fill in all blanks down to and including the type of food to be sold and the number of your booth. This application, the letter (Attachment I), and a supporting document (Attachment II), are to be received at Environmental Health at least seven working days prior to the event.

### **Page 7 & 8**

- Post this handwash sign by the handwash facility in your booth (Attachment IV & V).

If a business has contributed food or equipment for your booth, acknowledgement may be given to the commercial donor. The acknowledgement should not constitute blatant advertisement for the commercial donor. A sign identifying the booth as an activity of the nonprofit association (i.e., the organization's name) must predominate over all acknowledgements given to commercial donors contributing to the booth.

A commercial entity operating at an event sponsored by a nonprofit association must secure a health permit to operate and must comply with all of the requirements for the operation of temporary food facilities. Such a commercial food facility must conform to all health and safety code requirements even if a portion of the proceeds is donated to a nonprofit association.

**ATTACHMENT I**

**THIS IS TO BE TYPED ON YOUR ORGANIZATION'S LETTERHEAD**

\_\_\_\_\_  
(Date)

County of Orange  
Health Care Agency  
Environmental Health Division  
1241 E. Dyer Road, Suite 120  
Santa Ana, CA 92705

Dear \_\_\_\_\_:

This is to advise you that \_\_\_\_\_ will operate a food booth at  
(Name of Organization)

\_\_\_\_\_, to be held at \_\_\_\_\_  
(Name of Function) (Location)

on \_\_\_\_\_.  
(Dates)

This organization is a nonprofit association (proof of nonprofit status is attached).

We certify the following to be true:

1. The booth will be operated by members of our organization or other noncommercial supporters.
2. All proceeds will be turned over to the above named nonprofit organization or to another approved nonprofit entity.
3. We understand that any exemption issued to us would be for the operation of our nonprofit associations' food booth only and would not imply a blanket approval covering the operation of commercial food facilities at the occasional event.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

## ATTACHMENT II

Some Documents Acceptable as

### PROOF OF NONPROFIT STATUS

<u>Document</u>	<u>Source</u>
1. Articles of Incorporation as a nonprofit organization.	Secretary of State
2. IRS letter showing organization to be Tax Exempt.	Internal Revenue Service
3. State Franchise Tax Board letter showing organization to be Tax Exempt.	Franchise Tax Board
4. Certificate of Registration with the State Registry of Charitable Trusts.	State Registry of Charitable Funds

## ATTACHMENT III

COUNTY OF ORANGE  
HEALTH CARE AGENCY  
ENVIRONMENTAL HEALTH DIVISION

### RECOMMENDED FOOD HANDLING GUIDELINES FOR NONPROFIT ASSOCIATIONS

#### I. FOOD HANDLERS

- A. Wear clean clothing.
- B. Wash hands before handling food and at frequent intervals.
- C. Wear hat, cap, or some type of hair covering.
- D. Do not smoke in food booths.
- E. If you are ill or have sores on your hands, you should not handle foods.

#### II. REFRIGERATION-COLD FOODS

- A. Refrigeration; dry ice; or ice may be used.
- B. Meats, hamburger patties, sauces, cream pastries, wieners, sausages, milk and other readily perishable foods require refrigeration to 41°F or below to prevent the growth of pathogenic bacteria or the production of toxins. --- VERY IMPORTANT!
- C. Foods should not be kept out at room temperature in your stands if they require refrigeration.
- D. Thaw all frozen foods by placing them in a refrigerator, or by use of ice or dry ice. You may need 24 to 30 hours to thaw food in this manner.

#### III. HOT FOODS

- A. Keep foods being served hot at 135°F or above to prevent the growth of pathogenic bacteria or the production of toxins.
- B. Foods kept in warmers or similar devices should be heated quickly.
- C. All hot foods left over from the previous day should not be reused.

#### IV. FOOD PROTECTION

- A. All open food should be protected from contamination by the public and the food booth workers.
- B. Keep foods covered as much as possible to protect all open foods from flies, dust, insects, and the public. Screening of booths is recommended.
- C. All food, food containers, and utensils should be kept a minimum of six (6) inches above the floor.
- D. Handle foods as little as possible. Use utensils (i.e., tongs, scoops, etc.).

#### V. UTENSILS

- A. Use only clean utensils.
- B. Use only single-use, throw-away spoons, forks, plates, cups, etc.
- C. Do not use galvanized or enamelware storage containers for acidic foods or juices.
- D. A food thermometer is required in each food booth.

VI. INSECTICIDES: Do not store any poisonous substances such as insecticides near foods.

VII. CONDIMENTS: Individual packages, squeeze, pour or pump-type containers should be used.

Should you desire further information, please contact this office at (714) 433-6000.

In addition to the handwashing stations provided for the toilet facilities, approved handwashing facilities must be provided within each TFF where unpackaged foods or beverages are prepared, assembled, processed, displayed or served. Each handwashing facility shall have warm running water, single service paper towels and soap from dispensers.

*Temporary Food Facility (TFF) Handwashing Station*



# APPLICATION FOR HEALTH PERMIT EXEMPTION

**FEE EXEMPT**

Orange County Health Care Agency  
Environmental Health Division  
1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705  
Telephone: (714) 433-6000 / FAX: (714) 433-6423

**NONPROFIT  
ORGANIZATION**

**THIS SECTION TO BE COMPLETED BY APPLICANT - PLEASE PRINT**

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSON IN CHARGE OF THE BOOTH: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ DATE(s): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

*I certify that the above information is, to the best of my knowledge, correct.*

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Owner or Authorized Representative)

Food/Beverage To Be Sold: \_\_\_\_\_ Booth #: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Articles of Exemption Documents:      501(c) \_\_\_\_\_      IRS 990 \_\_\_\_\_      CA FTB \_\_\_\_\_      Incorporation \_\_\_\_\_  
State Reg of Charitable Trust \_\_\_\_\_

**THIS HEALTH PERMIT EXEMPTION COVERS THE OPERATION OF A TEMPORARY FOOD FACILITY BY A LEGITIMATE NON-PROFIT ASSOCIATION AT THIS OCCASIONAL EVENT ONLY. THIS IS A LIMITED APPROVAL THAT APPLIES TO THE SPECIFIC DATES LISTED FOR THE NON-PROFIT FUNCTION.**

**WASH  
YOUR  
HANDS  
BEFORE  
HANDLING  
FOOD**

**LAVESE  
LOS MANOS  
ANTES DE  
PREPARAR  
LA COMIDA**