



Serving Nevada, Placer, Sacramento, Sierra, Sutter, Yolo & Yuba Counties

NUTRITION SPECIAL EVENT REQUEST

This form should be completed to request special event attendance in contract performance. Meals served at special events to older adults at events on dates, times, or locations that are in addition to those listed in the A4AA contract may be counted towards performance levels, including NSIP, under certain conditions. The following requirements must be met:

- 1. All California Department of Aging Title III nutrition program standards must be met.
- 2. Proposed menu pattern is attached.
- 3. The event will be open to any interested older person. Attendance will not be restricted to specific groups or individuals.
- 4. Donation policies will be in effect for seniors.¹
- 5. The project director or designated supervisory staff will be present.
- 6. Sign-in sheets will be maintained.

The request must be submitted thirty (30) days in advance, and before publicizing/promoting an event.

PROPOSED EVENT: _____

DATE: _____

TIME: _____

LOCATION: _____

Project Director

Date

Approved:

A4AA Program Manager

Date

A4AA Registered Dietitian

Date

¹ *The suggested donation for a special event may be higher than the donation for daily meals, providing that it is clearly identified as a donation and participation is not limited to those who can pay.*