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##### CAMPUS CORRESPONDENCE

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**TO:** Student Organizations/Student Leaders

**FROM: Rock-N-Roar Fundraiser Committee**

# RE: Fundraiser/Organization Promotion Registration

# DATE: February 10, 2015

It is time once again to begin preparation for the annual Rock-n-Roar Fest. For those of you who are unfamiliar with Rock-n-Roar, let me take a second to tell you all about it.

The event is held each spring when over 2000 high school students from the surrounding communities come to Southeastern for the district literary rally. Campus and community organizations provide food, fun, and entertainment for students before and after their tests. The event is advertised throughout Southeast Louisiana including New Orleans and Baton Rouge. It is a great opportunity to show potential students and their parents, the welcoming environment Southeastern can provide.

This year Rock-n-Roar will be held on **Saturday, March 21, 2015** at the Student Union. Students and alumni are encouraged to participate by operating booths to promote their organizations and selling food and snacks. Participation and food item selections will be on a first come, first serve basis. **Organizations who have participated in the past will have the first opportunity to obtain the same food item they served last year (last year’s roster enclosed).** The deadline to sign up for that same food item is **Friday, March 6, 2015**. After that date, any organization will be able to sign up for items that have not already been assigned. The deadline to sign up for participation in the event is **Friday, March 13, 2015 at 12 noon.** In order to do so, please complete and return the attached application by email to **Brendan.Daigle@selu.edu**.

Booths will be set up on the walkway in front of the Student Union, and items must be ready to serve by 7:30am the morning of the event. In the past, organizations have helped to make this day a huge success, and we hope that you will assist in making this year an even bigger success. If you have any questions, please feel free to call **985-549-3850**.

**Rock-n-Roar**

**Food Booth Policies**

* All products will be prepared with the finest ingredients and will be stored in an appropriate environment in order to minimize spoilage and insure freshness.
* All raw meat products prepared on the grounds must be kept refrigerated or on ice.
* All open flames and heating elements must be secured and manned so as to insure maximum safety for small children that might be present. If propane is being used in a contained area (trailer, etc.), a fully charged fire extinguisher must be present.
* All booths must be setup and operational by 7:30am. Only limited access to booths will be available after this time due to anticipated crowds. Some streets will close at this time.
* In order to present our best image, all serving tables and the general area surrounding your booth will be required to be reasonably clean and free of litter at all times.
* All booths are requested to decorate appropriate to the day. We encourage the use of literature about your group, uniforms, shirts, or other banners that show the pride your organization has for itself and the University. As always, University Policies will be followed.
* The Pre-Sale of food products is being allowed to friends, family and supporters; however we do ask that local businesses not be solicited due to the volume of solicitations they receive throughout the year.
* Since this event will take place entirely on the campus of Southeastern Louisiana University, all rules and regulations for the University will apply.
* We anticipate at least one member of the Louisiana Department of Health to inspect all booths before and during the activities. If it is felt at any time that the food is being handled in an unsafe manner, the booth will be immediately closed and not re-opened without approval from both the Inspector and Committee Chairman.
* The selling of products not previously authorized in writing will be grounds for the closing of any booth. The interpretation of rules by the Committee Chairman will be final.
* Chairs will not be provided. Each organization will be responsible for bringing chairs.
* A member of your organization will be required to briefly meet with Rock N Roar Fundraising Committee chair to review these polices prior to the day of the event. At conclusion of the meeting, the member and the Rock N Roar committee chair will sign off on the form, and it will be placed on file. Review of policies can take place at the time of packet submission, or an appointment can be made to meet a later time.

**Rock-n-Roar Fundraising Booths from 2014**

The organizations listed below have priority for the item sold until **March 6, 2015**

|  |  |
| --- | --- |
| Name | Item |
| African American Alumni Chapter | drinks |
| Alpha Omicron Pi | cake balls and cookies |
| Alpha Sigma Tau | boiled peanuts |
| Alpha Sigma Tau Alum | grilled cheese sandwiches and chips |
| Best Buddies | cotton candy |
| Biology Graduate Student Organization | photos with reptiles and amphibians |
| Delta Omega Alpha | nachos and cheese |
| Delta Tau Delta | corn dogs |
| NAACP | fried oreos |
| New Orleans Alum | funnel cake |
| Phi Mu | pizza |
| Psi Chi | raffle tickets |
| Red Stick Alum | burgers |
| Sigma Sigma Sigma | cupcakes and brownies |
| SLU Music Alum | pastalaya |
| Theta Phi Alpha | curly fries |

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# Rock-n-Roar Fest 2015

# Food Booth Application

**Organization name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact person’s information:**

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Proposed food product(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed description of product(s) (i.e. basic ingredients, toppings, size of serving, etc):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated number of servings:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required number of tables** (please circle one)**:** 1 OR 2

**Estimated selling price(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($1.00 increments please)

**Will you require electricity** (circle one)**:** YES NO

**Any other special needs for booth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please give a brief description of how you will assure quality control of foods, and any credentials you may have for serving food (is a restaurant involved, etc).**

**Please return by Friday, March 13, 2015 at 12 noon to: Mims Hall room 213**