

# CSUDH Eats

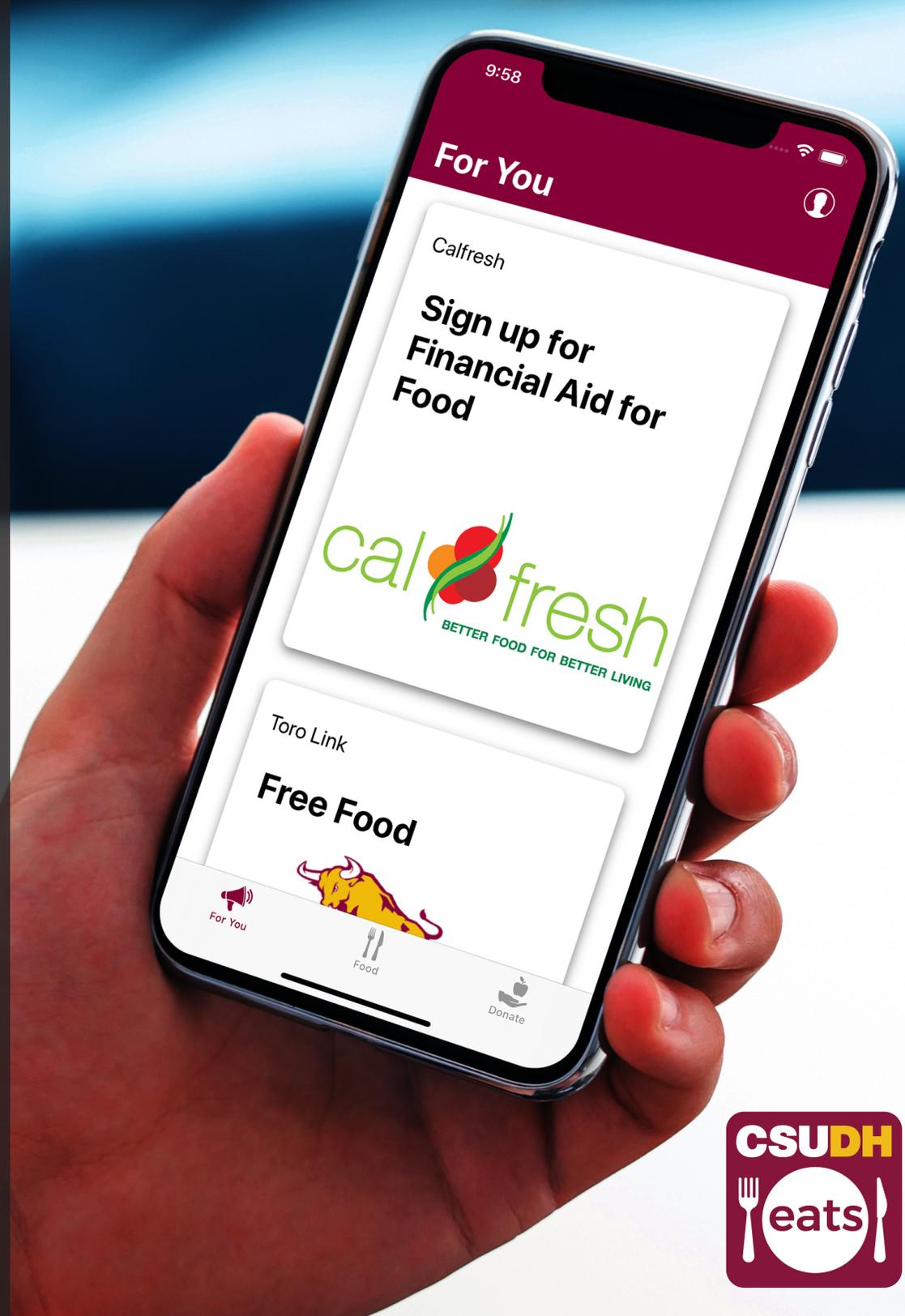
The university's Information Technology division created the app, with design guidance from Apple, as a way for students to have a one-stop food resource outlet.

Find information on signing up for Financial Aid for food, reusable containers, free food events, and much more!

This app also allow organizers to donate leftover food from events by either scheduling a pickup or creating a food event. This guide provides a step-by-step basis to offer up free food for those in need.

Download the app now to help ease hunger for students on campus.

*(App is currently available in iOS only  
Andriod coming soon).*



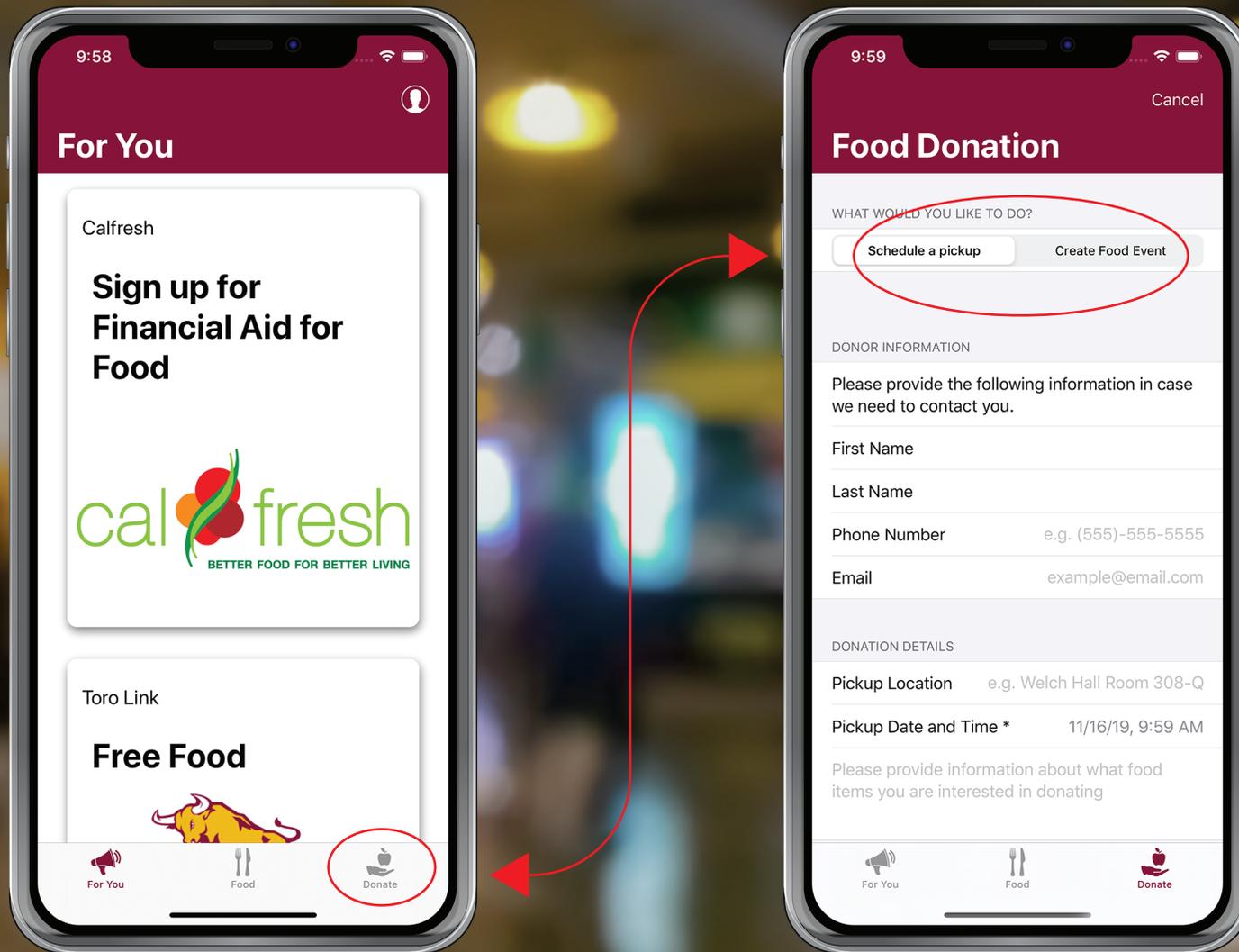


# CSUDH Eats and the Food Recovery Network

The Food Recovery Network was founded as a student group at the University of Maryland in September 2011, and now is the largest student movement fighting against food waste and hunger. Recovering and donating more than 3.9 million pounds of food that otherwise would have gone to waste, CSUDH would like to help add on to the amount of food recovered and donated to help students in need.

When your on-campus event is coming to an end, use the CSUDH Eats app to publicize information regarding your free on-campus food donation. The CSUDH Eats app coordinates efforts between the event planner and a CSUDH Eats app administrator to broadcast and/or notify end users via push notifications.





# CSUDH Eats

1. Open the app and on the bottom tab menu, click on the **Donate** menu item to navigate to the Food Donation screen.
2. In the Food Donation, you have a choice of either selecting **Schedule a Pickup** or **Create a Food Event**.



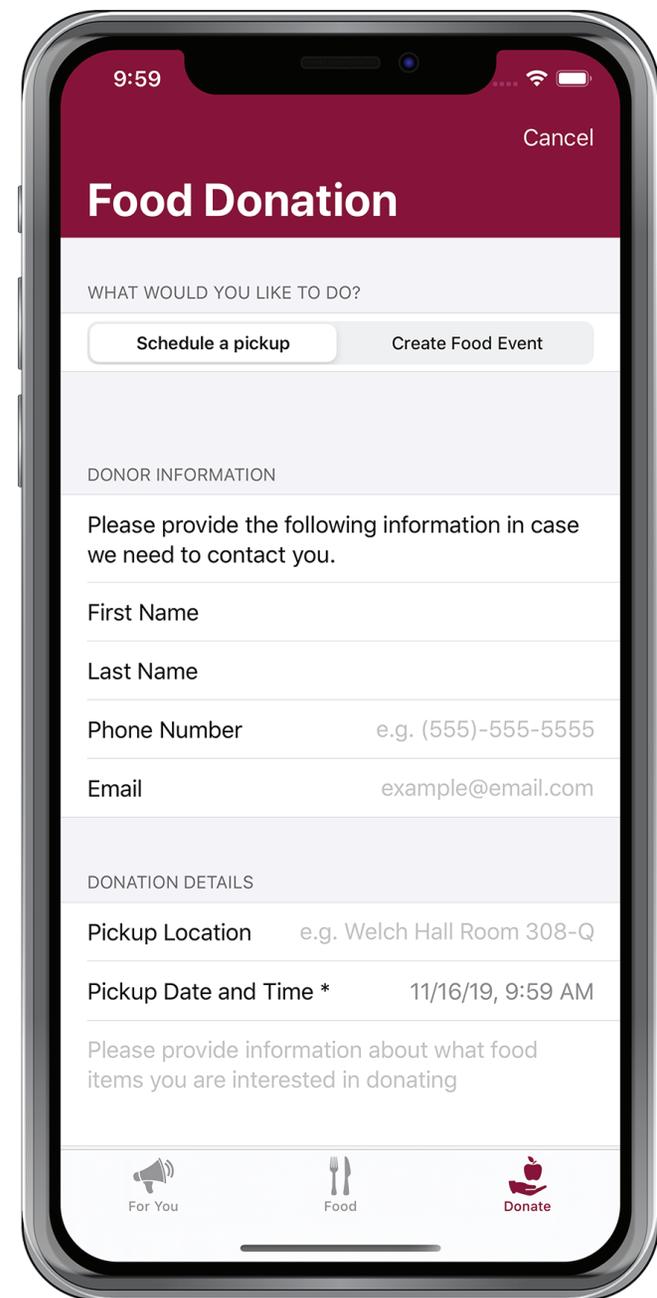
# CSUDH Eats

## Schedule a Pickup

The purpose of the **Schedule a Pickup** form is to notify a CSUDH Eats administrator that an app user has leftover food and would like it picked up.

A CSUDH Eats admin (if available), will contact the app user and come to the specific location to collect the food. That's all that is required by an app user who donates food. Afterwards, a CSUDH Eats admin is responsible for creating a free food event that gets showcased on the **Food** tab menu (as well as broadcasting via a push notification message to all app users).

*\*requires app users to allow push notification from CSUDH Eats*



The screenshot shows a mobile app interface for 'Food Donation'. At the top, the time is 9:59 and there is a 'Cancel' button. The main heading is 'Food Donation'. Below this, there are two buttons: 'Schedule a pickup' and 'Create Food Event'. The form is divided into sections: 'DONOR INFORMATION' with fields for First Name, Last Name, Phone Number (e.g. (555)-555-5555), and Email (example@email.com); 'DONATION DETAILS' with fields for Pickup Location (e.g. Welch Hall Room 308-Q) and Pickup Date and Time (11/16/19, 9:59 AM). A note asks for information about food items to be donated. At the bottom, there are three icons: 'For You' (megaphone), 'Food' (fork and knife), and 'Donate' (apple).

In consideration for the Catering team, please allow adequate time before your event ends to get your request approved by a CSUDH Eats admin. This will ensure food will be picked up during or before the catering team arrive to breakdown and clean up after the event.



# CSUDH Eats

## Create Food Event

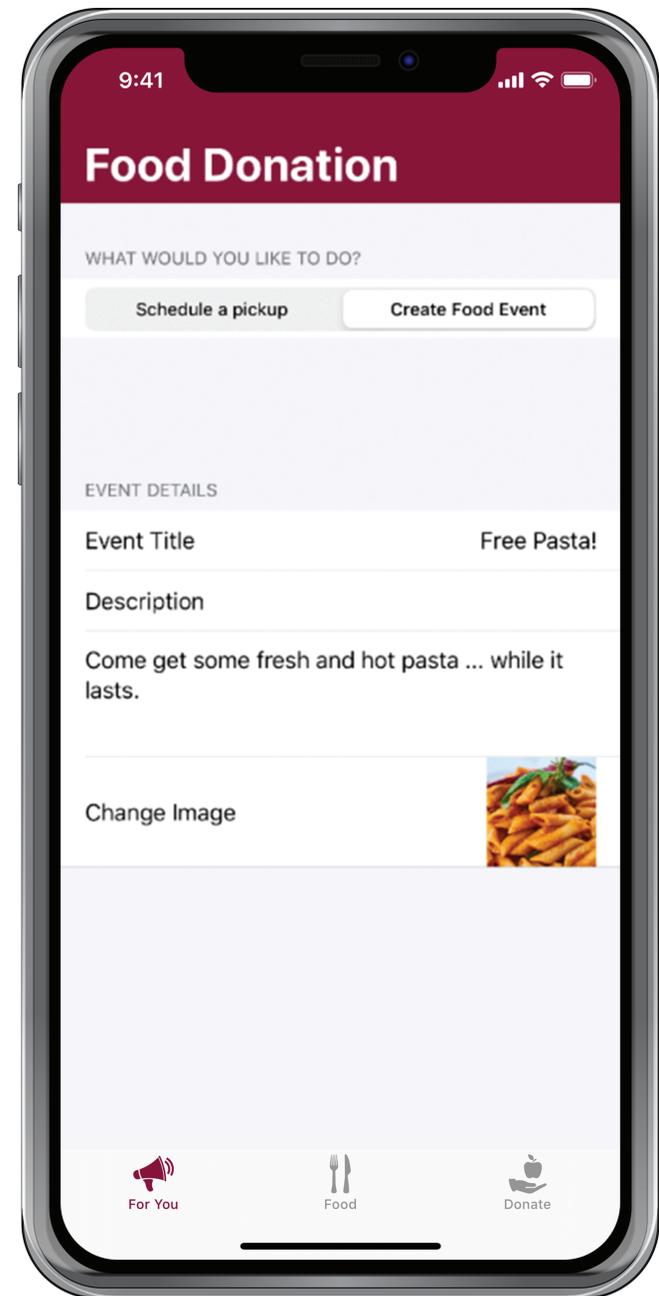
The purpose of the **Create Food Event** form is to allow CSUDH Eats app users to host free food at the location of their event and at specified time of their choosing. Once the user submits the form, a CSUDH Eats admin received an alert letting them know that they need to approve the event. If approval is granted, then the free food event will display on the **Food** tab under the free food section.

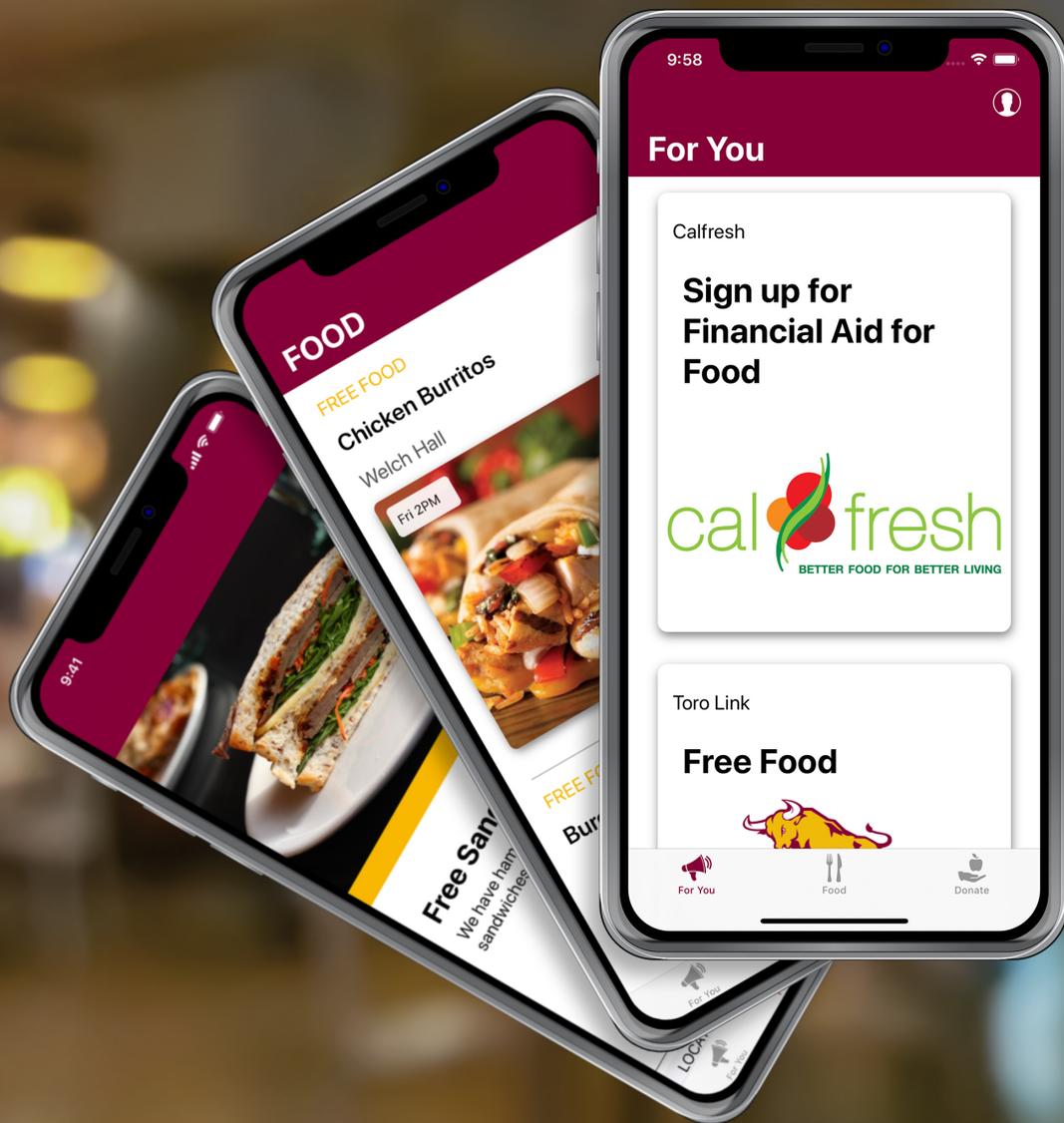
Required information - The following fields are required information (not shown in image) to create a free food event:

- Location
- Date & Time
- Food Item (minimum 1 item must be submitted)
- Total Food Weight - This information is used by CSUDH Administrators for reporting purposes.
- Available Utensils - Add the types of utensils available.
- Organizer Name - Include the name of an organizer to contact at the event for any questions.
- Special Instructions - e.g. Bring your own containers to take food home!

Donation and Food Event approvals are at the sole discretion of CSUDH Eats app administrators. If CSUDH Eats administrators are unavailable to pick up your donated food or are unable to approve your request to host a free food event (or if your event is rejected), then you will not be able to broadcast the event on the **Food** tab. CSUDH Eats administrators are given one hour to respond to all submitted requests.

In consideration for the Catering team, please allow adequate time before your event ends to get your request approved by a CSUDH Eats admin. This will ensure students will be arrive during or before the catering team arrive to breakdown and clean up after the event.





# CSUDH Eats

## Contact us.

Your help and support of this app will be greatly appreciated and will help many hungry students at Cal State University Dominguez Hills!

Please contact us if you have any feedback, want to get involved as an administrator, or experiencing any issues while trying to submit your donation.

To become a CSUDH Eats admin, you must be a representative of a school, department, or other on-campus program. CSUDH Eats app admins assist in picking up donated food and creating and/or hosting free food events.

Support Email: [csudh-eats@csudh.edu](mailto:csudh-eats@csudh.edu)

