

## **Food Service Catering Guidelines at (Intermediate School District)**

The following guidelines are to be followed for:

- Determining if and when food should be made available
- Standardizing and managing professional development activities that require food services, and
- Ensuring that resources for food are allocated correctly and managed consistently across the (Intermediate School District).

### **Internal Staff**

- Food may be provided for annual and semi-annual retreats and organized training and professional development events when employee attendance is required and scheduled for four or more hours, not to exceed \$8 per day per person.
- Food may be provided for organized training and professional development when employee attendance is required and extends a minimum of four hours beyond the regularly scheduled work day, not to exceed \$8 per participant.
- Food will **not** be provided for internal meetings. Staff may volunteer to furnish snacks by use of the vending machine or other means.

### **Events sponsored by the (Intermediate School District)**

- Light breakfast can be provided for annual and semi-annual retreats, or organized training or professional development, if the event is scheduled to begin by 8:00 a.m. and last a minimum of three hours, not to exceed \$5 per participant.
- Food can be provided for organized training and professional development for meetings that last five or more hours, not to exceed \$15 per participant.
- Food can be provided, including an afternoon snack, for organized training and professional development that is a minimum of eight hours, not to exceed \$35 per day per participant.
- Food can be provided for organized training and professional development that extends a minimum of three hours beyond the regularly scheduled work day, not to exceed \$8 per participant.
- When applicable, registration fees are applied to cover the cost of food service for events sponsored by (Intermediate School District).

### **Events hosted by the (Intermediate School District) but sponsored by another entity/provider**

- Coordination of food services may be provided.
- Cost for food services must be **included** in registration fees and paid for by the responsible party (provider).
- (Intermediate School District) funds will not be used to pay for food service for hosted events.

All food set up in the service hallway is for designated meeting/event participants. In the event of extra food following the meal, (Intermediate School District) PD staff members will arrange with the onsite meeting/event contact person what will happen with the extra food. In many cases, those paying for the food take any extra food with them or make arrangements for the catering service to donate the food to those in need.