



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

Food Request Procedures

- Regulations developed through the School Accountability Act over 10 years ago changed how we deal with providing food (meals) for employees.
- Providing food for staff/employees is prohibited with one exception. If staff member is an integral part of a meeting or event that is held for students, parents, community, or other outside officials/dignitaries including Board members.
- No food without reimbursement shall be provided in meetings with staff, regardless of the purpose, if only employees are present. If food is provided each staff member shall reimburse the District for the cost of the food provided.
- An Activity Food Request form should be completed prior to any event where food will be provided. If the food is provided by Aramark the form needs to be signed by the Aramark Director with an estimate of cost per person before sending it to the Business office for approval. If food is provided through the Culinary program, an estimated cost should be provided by the instructor. If the food is provided through an outside vendor, a quote should be attached.
- No food should be provided without an approved written request. All requests must be sent in for approval prior to the event.
- No employees shall accept food through the cafeteria or Culinary program dining areas without payment.