

## **Guidelines for Food Services at Washtenaw Intermediate School District** February 2009

The following guidelines are to be followed for:

- Determining if and when food should be made available
- Standardizing and managing instructional purpose staff development activities that require food services,
- Ensuring that resources for food are allocated correctly and managed consistently across the Washtenaw Intermediate School District, and
- Implementing, to the degree possible, environment-friendly (“green”) food packaging.

### **Meetings Organized by WISD Staff for WISD Staff**

- Food will not be provided for **meetings** organized by WISD staff. Staff may volunteer to furnish healthy snacks. If staff attempts to cover the cost of food by an internal account number, the staff person designated as the meeting organizer/convener will be **personally** billed for the food. Some examples of internal meetings include weekly department staff meetings, monthly staff meetings, countywide business official meetings, countywide technology directors meetings, etc.
- **Meeting attendees can access coffee and hot water in the staff lounge or outside Vogel Room A/B. Neither coffee nor hot water should be requested for individual meeting rooms.**

### **Events sponsored by the Washtenaw Intermediate School District**

- Food can be provided for organized training and professional development that last **four** or more hours, not to exceed \$12 per participant (lunch).
- Food can be provided for organized training and professional development that is a minimum of seven hours, not to exceed **\$26** per day per participant (**lunch and/or dinner**).
- Light dinner or snack can be provided for organized training or professional development, if the event is scheduled to begin by 4:30 PM, and scheduled to last a minimum of three hours, not to exceed **\$14** per participant.
- When applicable, registration fees **will be charged** to cover the cost of food service for events sponsored by WISD.
- **Requests for arrangements other than those stipulated must be submitted to the business office for approval at least 10 work days prior to the event.**

### **Events hosted by the WISD but sponsored by another entity/provider**

(i.e. WASB events, MDE workshops/meetings, MIEM workshops, MSDC meetings/workshops, etc.)

- Coordination of food services may be provided but not encouraged. External customers should work directly with food vendors on service and billing.
- Washtenaw Intermediate School District funds will not be used to pay for food service for hosted events sponsored by an external entity/provider.
- Cost for food services must be included in registration fees and paid to the food vendor by the responsible party (provider).
- Attendees will have access to complimentary coffee and tea located outside Vogel Room A/B (not in event room).

**All food set up in the service hallway is for designated professional development (workshop/event/training) participants. After the meal, the onsite event coordinator will determine the disposition of any remaining food.**