

Residence Life and Food Purchases

Residence Life staff are allowed to purchase food for floor, building, and area wide programs. When purchasing food for programs, staff may not spend more than \$50 for floor programs, \$100 for building wide programs, and no more than \$150 for an area wide program. If purchasing food for an all campus program, food must be provided by Chartwells.

Food provided at programs must be limited to snacks that are prepackaged and require little to no preparation. Staff may not purchase and/or serve any uncooked meat (including eggs). If a staff member would like to serve a meal at a program, they must coordinate catering through Chartwells.

Residence Life staff may purchase pizza through outside vendors for floor, building, or area programs.

When food is a component of a Residence Life event, staff must abide by the following parameters:

- Staff will not spend more than \$50 on food per floor program, no more than \$100 for building programs, and no more than \$150 for area programs
- All campus programs with food will require Chartwells catering

When not using Chartwells catering, staff must use prepackaged items to limit the risk of foodborne illness.

Chartwells Policy ideas:

Exceptions:

- Allow pre-packaged “snack” and drink items, limited to:
 - \$1 per resident or \$50, whichever is greater, for floor and/or floor partner program and \$100 for building/area meeting (i.e. hall council)
 - Make-Your-Own Activities limited to:
- \$1 per resident or \$50, whichever is greater, for floor and/or floor partner program and \$100 for building/area meeting
- Prepackaged items only (not from scratch) for hot drink making, cookie baking, etc.
- No requirement for events hosted at residential buildings outside of main campus to purchase prepared drinks or, if this isn’t possible, provide free delivery of these items.
- Allow pizza from outside vendors for programs/events

Limitations:

- No purchases of uncooked meat
- No food/meal prep with the exception of the above
- Items bought outside of Chartwells limited to items that would not be considered a meal/main course
- Building-wide/Area-wide publicized programs must always use Chartwells for food

Sponsorship/Partnering Ideas:

- Sponsor a floor program/semester/RA
- Monthly themes to take advantage of i.e. Sept. cookie decorating, Oct. wings
- Sponsor an event/area/year
- Host a meet and greet/area with Chartwells each Fall- Opportunity to introduce Chartwells staff and food
- Sponsor end of year banquet
- Host meal in hall – Students commit meal swipe, Chartwells prepares food, staff pick-up and serve