

MANAGEMENT SUPPORT

Provision of Food and Beverages

Note: This procedure does not apply to school meals or food served in the classroom.

Any food or beverage sold or provided to students at schools during the school day* must meet Smart Snack Standards (See Smart Snacks in Schools products Smart Snacks Product Calculator (healthiergeneration.org/calculator/). *The school day is defined as the midnight before to 30 minutes after the school day.

I. Definitions

- A. Refreshments: Any non-alcoholic beverage, such as bottled water, tea, soft drinks, juice, or milk.
- B. Light Snacks: An edible food served between meals, such as pastries, fruit, crackers, rolls, donuts, or cheese.
- C. Meal: Breakfast, lunch, and/or dinner.

All food and/or beverage purchases using district funds require prior approval using a completed Meal and Snack Authorization Form (6240F1 or 6240F2).

To request food and/or beverages for staff/employees, complete 6240F1, Meal and Snack Procurement Authorization Form. The completed form must be signed by all parties, including the building district's finance director, and will include: The scheduled time/date and duration of the event, a list of all attendees, and itemized detail showing meal and/or snacks to be purchased, estimated total cost, the vendor who will provide food and beverages at district expense, description of district benefit, and approval of the event.

To request food and/or beverages for students, complete 6240F2, ASB Meal and Snack Procurement Authorization Form. The completed form must be signed by the principal and will include: the scheduled time/date and duration of the event, a list of all attendees, and itemized detail showing meal and/or snacks to be purchased, estimated total cost, the vendor who will provide food and beverages at district expense, description of district benefit and approval of the event.

II. Guidelines for Acceptable Use

A. Ceremonies, Dedications and Open Houses

Reasonable expenses associated with ceremonies and/or dedications are permitted provided that the events have been authorized by the board and serve a public purpose.

B. Staff Meetings, Retreats, Training Sessions, and Hearings

Meals may be provided to staff or volunteers for events four hours or more in length, specifically when staff or volunteers are required to work through the lunch or dinner hour, remaining on site and on task.

Snacks and non-alcoholic beverages of a nominal nature may also be provided at meetings, that are two hours to three hours in length when such occur during non-mealtime hours.

Administrators may provide a meal during one of the Learning Improvement Days at the start of the school year for building collaboration purposes.

The district may provide a meal during the annual school board retreat for collaboration purposes.

The district's food service program will provide breakfast for the Back to School staff collaboration and lunch for the End of Year staff collaboration.

Schools and departments are encouraged to purchase meals and light snacks from the district's food service program with advance notice.

Food and beverages may be expensed in emergency or unavoidable situations which require staff to work outside of their standard hours in appropriate situations (Example: bargaining, etc.).

C. Staff

Excludable activities

Food and beverage purchases for staff are not allowed for the following:

1. Recurring scheduled meetings such as staff meetings
2. Reception for new, existing and/or departing employees
3. Activities that are intended to be a social rather than district related business
4. Election celebrations

D. **Student Meetings and Events (ASB)**

Smart Snack Standards (See Smart Snacks in Schools products Smart Snacks Product Calculator (healthiergeneration.org/calculator/) are in effect and required from midnight until a half hour after school ends per USDA guidelines.

Light snacks and refreshments are allowed for regularly scheduled meetings lasting one to two hours.

Meals are allowed for infrequent events lasting three or more hours.

Meals are allowable for the beginning of year recruitment session for clubs and activities.

For monthly recurring events, a blanket authorization may be requested and granted for the current fiscal year. Blanket authorizations must be renewed annually.

Excludable activities

Team dinners

All expenditures must be properly documented consistent with board policy.