

UNIVERSITY of
NORTHERN COLORADO



Dining Services

Pack-out Policy for Housing & Residence Life Staff

- *To be eligible to schedule a pack-out, you must have/do the following:*
 - *Minimum 10 participants (Exceptions will be made for Lawrenson, President's Row, Wiebking, Wilson, and Univ. Apartments because they have less than 10 staff members.)*
 - *Payment approved and in place ahead of time (TIO, official function form)*
 - *Requested food/supplies (deposit if necessary)*
 - *Required information to dining rooms within stated parameters*

General Guidelines:

1. 14 calendar days prior to date of issue: menu planning and selection with unit production manager or unit manager; menu must be planned to fulfill nutritional and food safety requirements of dining services. Pack-out request must be signed by the Hall Director prior to handing in to dining room.
2. Pricing per student:
 - a. Student with meal plan (substitute dining room meal) \$0.35/person
 - b. Student without meal plan cash prices below
 - i. Breakfast, \$6.78 Lunch/Brunch, \$8.77 Dinner, \$10.19
3. The above prices are the 2007/2008 guest meal costs per person per meal and may change for the 2008/2009 academic school year. It is the responsibility of the pack-out sponsor to collect money from all participants without a meal contract. Payment must be approved and in place ahead of time through a TIO, along with an Official Function Form.
4. 72 hours prior to date of issue: student names and bear numbers must be submitted (on the Special Meal Function Information Form) by the sponsor for the pack-out. Meal passes will be invalid for dining purposes during the pack-out period.
5. 72 hours prior to date of issue: Any additions or cancellations must be made in writing.
6. A deposit is required for all equipment and tools that are borrowed from Dining Services, may be accepted in the form of a TIO, and is due no later than the date of issue.
7. Staff members (RA, Hall Director) sponsoring the pack-out will assume the responsibility of proper handling and storage of the food during the pack-out per training by Dining Services; the sponsor of the pack-out or his/her representative, together with a Dining Services representative, must check out the accuracy of the material and food set up for the pack-out.
8. Sponsors must have access to refrigeration at all times in order to obtain perishable food items (indicated with *). Sponsor also assumes the responsibility for proper handling and storage of the perishable food item during the pack-out period. (Sample menu items listed below.)

Breakfast	Lunch	Dinner	Snack Items
Cold Cereal	Ham/cured meats	Ham/cured meats	Assorted chips
Fruit	Breads	Potatoes	Cookies
Muffins or danish	Peanut Butter	Canned Vegetables	Hot Chocolate
Bread	Chips	Canned Fruit	Tea Bags
Beverage/Coffee	Pudding Cups	Cookies/cake	Fresh fruit
*Milk	Cookies/cake	Beverage	*Yogurt-fresh (bulk)
*Eggs	Beverage	Spaghetti Noodles	
*Butter	*Cooked Turkey	P.C. Condiments	
*Cream Cheese	*Non-cured meat	*Cooked Turkey, *Non-cured sandwich meats,	
	*Cold Fried Chicken	*Hamburger meat, (raw)	
		*Hot Dogs, *Cold Fried Chicken	

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Dining Services
Special Meal Function Information Form

Organization/Event: _____

Event Date: _____

Event Description: _____

Pick-up Date: _____

Contact Person: _____

Phone#: _____

List all dates and meals to be missed: _____

TIO Number: _____

Official Function Form Included? Yes/No

Name (please print legibly)	Bear #	Name (please print legibly)	Bear #
1.	/ /	17.	/ /
2.	/ /	18.	/ /
3.	/ /	19.	/ /
4.	/ /	20.	/ /
5.	/ /	21.	/ /
6.	/ /	22.	/ /
7.	/ /	23.	/ /
8.	/ /	24.	/ /
9.	/ /	25.	/ /
10.	/ /	26.	/ /
11.	/ /	27.	/ /
12.	/ /	28.	/ /
13.	/ /	29.	/ /
14.	/ /	30.	/ /
15.	/ /	31.	/ /
16.	/ /	32.	/ /

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- 72 hours prior to date of issue: Any additions or cancellations must be made in writing.

Please call the Dining Services Office at 351-2652 for more information.

Signature (RA, sponsor)

Date

Signature (Hall Director)

Date