

# Meal Replacement Procedure

There are two (2) options to utilize meal plans for groups of students who must eat a meal away from campus and/or attend a University-related program/event during a meal period.

**Option #1** – Request a To-Go (Boxed) Meal when students cannot eat in the ADC as the result of a University-related commitment.

## Procedure:

1. Complete and electronically submit a **To-Go (Boxed) Meal Request** form and a **Student Meal Roster** to Pam Mitchell, in the Provider Food Service Catering Office ([dsoto@calbaptist.edu](mailto:dsoto@calbaptist.edu)) and University Card Services ([cardservices@calbaptist.edu](mailto:cardservices@calbaptist.edu))
  - a. **To-Go (Boxed) Meal Request** forms and **Student Meal Rosters** must be submitted for approval a **minimum of one five (5) business days prior to the date meals are needed**.
  - b. **Student Meal Rosters** must be submitted electronically on a Microsoft Excel spreadsheet and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested).
2. Email Provider Food Service Catering Office ([dsoto@calbaptist.edu](mailto:dsoto@calbaptist.edu)) a final count a **minimum of three (3) business days prior to the date meals are needed**.
3. University Card Services will deduct the approved meal(s) from the account of each student who is a meal plan participant.
4. Upon completion, University Card Services will send notification via email to the requesting department and the Provider Food Service Catering Office.
5. The requesting department will be billed for each meal that cannot be deducted from meal plan account.

**Option #2** – Request Meal Plan Replacement Meals when an approved student program includes catering services supplied by the Provider Food Service Catering Office.

## Procedure

1. Contact the Conference and Events Department (951.343.4367) to secure a location for the event.
2. Complete and electronically submit a **Meal Plan Credit/Replacement Form** to Provider Food Service Catering Office ([dsoto@calbaptist.edu](mailto:dsoto@calbaptist.edu)) and University Card Services ([cardservices@calbaptist.edu](mailto:cardservices@calbaptist.edu)). Requests must be submitted a minimum of two (2) weeks prior to the date meals are needed.
3. Contact the Provider Catering Office ([dsoto@calbaptist.edu](mailto:dsoto@calbaptist.edu)) and arrange menu and details of the event.
4. Submit, via email ([dsoto@calbaptist.edu](mailto:dsoto@calbaptist.edu)) a final guaranteed guest count for the event.
  - a. The final count must be submitted a minimum of seventy-two (72) hours prior to the date of the event.
  - b. For events that are scheduled on a Thursday, meals will be deducted at 4 pm.
5. Submit to University Card Services ([cardservices@calbaptist.edu](mailto:cardservices@calbaptist.edu)) a Participant Roster.
  - a. Rosters must be submitted electronically on a Microsoft Excel spreadsheet and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested
  - b. Rosters must be submitted within twenty-four (24) hours of the event; this is required in order to receive credit for meal plan participants.
6. Upon completion, University Card Services will send notification via email to the requesting department and the Provider Food Service Catering Office.

## Billing

1. Catering contracts will reflect the full price for all attendees and the guaranteed guest count with a note that the student discount will be given at final billing along with the completed Meal Plan Replacement Roster.
2. The requesting department will be billed for all meals that cannot be deducted from a student meal plan account and meals provided to individuals who are not meal plan participants. The final bill will be based on the difference between the final count submitted and approved meal credits; this information will be noted on the final bill.

Please direct any questions to Kipp Dougherty, Director of Food Services [kdougherty@calbaptist.edu](mailto:kdougherty@calbaptist.edu). 951.343-4877