



## Boxed Meal Request

University-Related



**Departments may request and arrange early pick- up of To-Go (Boxed) Meals when students cannot eat in the ADC as the result of participation in a University-related commitment.**

**Procedure:**

1. Complete and electronically submit a **To-Go (Boxed) Meal Request** form and a **Student Meal Roster** to the Provider Food Service Catering Office ([pmitchell@calbaptist.edu](mailto:pmitchell@calbaptist.edu)) and the Card Service Office ([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. The Card Services Office will deduct the approved meal(s) from the account of each student who is a meal plan participant.
3. Upon completion, the Campus Life Office will send notification via email to the requesting department and the Provider Food Service Catering Office.
4. The requesting department will be billed for each meal that cannot be deducted from meal plan account.

### Event Information

Meal Date: [Click here to enter a date.](#)

Day: Su M Tu W Th F Sa

Department:

Number of Meals:

Cost Center:

Pick up time:

Contact Name:

Phone #:

### Breakfast

- Cold Meal–Yogurt, Pastry, Whole Fruit, Granola Bar, Juice
- Hot Meal (packed in bulk trays)–Egg & Cheese Burrito, Whole Fruit, Granola Bar, Juice

### Lunch/Dinner

**Entrée** - Choose **1** Item

- Classic Turkey Ciabatta
- Chicken Pesto Wrap
- Turkey & Cheddar Sub
- Fried Chicken *includes biscuit, honey/butter*
- Turkey Club Wrap
- Roast Beef & Cheese on Potato Roll
- BBQ Chicken Wrap

**Sides** - Choose **2** Items

- Fruit Cup
- Whole Fruit
- Pasta Salad
- Potato Salad
- Granola Bar
- Chips

**Dessert** - Choose **1** Item

- Brownie
- Cookie
- Rice Krispy Treat

*All boxed meals include condiments, napkins, bottled water and eating utensils*