***Facilities & Operations Department***

Oak Park School District, 13900 Granzon, Oak Park, MI 48237

****

**Food Service Catering Process**

**Revised July 31, 2024**

The following guidelines are to be followed for:

* Determining if and when food should be made available
* Standardizing and managing professional development activities that require food services, and
* Ensuring that resources for food are allocated correctly and managed consistently across the Oak Park School District.

**Internal Staff Events**

* Food will **not** be provided for internal meetings. Staff may volunteer to furnish snacks.

**Events sponsored by the District**

* Light breakfast can be provided for annual and semi-annual retreats, or organized training or professional development, if the event is scheduled to begin by 8:00 a.m. and last a minimum of three hours.
* Food can be provided for organized training and professional development for meetings that last five hours.
* Food can be provided, including an afternoon snack, for organized training and professional development that is a minimum of six hours.

**Events hosted by the District but sponsored by another entity/provider**

* Coordination of food services may be provided.
* Cost for food services must be **included** in registration fees and paid for by the responsible party (provider).
* Oak Park School District funds will not be used to pay for food service for hosted events.

**For all events listed above, the following steps must take place;**

1. A Food Service Catering Event form (see attached) must be completed with an account number. If there is no account number on the form, the catering request will be denied.
2. The agenda for the event or event flyer must be attached to the completed form.
3. The catering event form must be signed by your building Administrator, Director of Operations, Executive Director of Business and Finance and the Superintendent.
4. A copy of the Departments current “Budget to Actual” report must reflect available funds at the time of the request and be attached.
5. Forms must be submitted to the Superintendent at least two weeks in advanced for processing.
6. Once the form has been signed by all departments, the completed form will be sent back to the requestor and/or the building Administrator for processing with the Food Service Department.