

CLUBS & ORGANIZATIONS

Meal Plan Credit Policy 17-18 Academic Year

1. Each club and/or organization may qualify for a Meal Plan Credit if they have members with active meal plans.
2. Clubs and organizations may only use the meal plan credit once per academic year and can only obtain a meal plan credit if they are hosting an event that will cause a meal plan participant to miss a regularly schedule meal. Meal plan credit cannot be used if the schedule event is outside the hours of 7am and 7pm.
3. Clubs and organizations will receive a credit in the amount of \$2.25 for each qualifying meal plan participant provided they have an active meal plan and the specified meal available for use.
4. A qualifying meal plan participant has; An active meal plan and a meal available for usage.
5. A guaranteed count must be given no less than 5 business days prior to the event.
6. A list of student names and ID numbers wishing to use their meal plan must accompany the guaranteed count. Names and numbers must be complete (first and last name, correct and complete ID number, legible) to receive their meal plan credit. Any names and ID numbers that are not complete as defined above will not receive credit for the meal and will automatically be charged to the club or organization hosting the event.
7. Qualifying participants will be charged 1 meal exchange during the corresponding meal period for the regular board meal the club/organizations ordered meal will be replacing. *Example: If a meal is ordered to replace the lunch meal on Tuesday, the participants board meal on Tuesday at lunch will be used as payment. They cannot use a Tuesday Breakfast or Tuesday Dinner meal as payment or board meals from another day.*
8. Any student signed up to receive the meal plan credit that does not have an active available meal to use in that meal period will be denied use of their meal plan, the club will not receive a meal plan credit for that student, and the total due for that individual will automatically be charged to the club and/or organization hosting the event.
9. Club and organization members wishing to use flex points to pay for any remaining balance due must be clearly identified as such on the list of meal plan credit participants and is due no less than 5 business days prior to the event.
10. We encourage clubs and organizations to reserve the date of their function at least a month in advance. All functions scheduled with less than 10 business days notice will be subject to late charges of 5% of the total bill or \$30.00 whichever is greater.
11. All functions must be set up by contacting the catering manager at ext. 5331. All catering reservations are made on a first come first serve basis.
12. Sodexo maintains exclusive rights to food service on the Graceland University campus. If a club or organization uses an outside source for foodservice Sodexo reserves the right to charge a royalty fee to the club or organization using the outside source. Any club or organization choosing to use an outside food service source must first obtain permission from Sodexo foodservice before making contact with the outside source.
13. All catering guide policies, rules, and regulations apply.