

Food at College Meetings

In an effort to be more fiscally responsible, catering food at general campus meetings (3 hours or less) will no longer be allowed. All requests for catered meals at campus or community events must be approved by the appropriate vice President. Please consult your VP for more information.

Guidelines for Usage of College Resource for Food **2014-15**

- Food at official college meetings with LSC-CyFair employees and students:
 - Meetings that are less than 3 hours—no food.
 - Meetings that last more than three hours, but under 4 hours—light snack (i.e. chips, cheese and crackers, nuts).
 - Meetings that last over 4 hours—light meal (i.e. sandwiches, pizza).
 - Bi-annual celebrations in recognition of outstanding institutional service when other constituency groups are invited—light meal.
 - Large assemblies like “All College” or “All Club” meetings that meet during meal times—light meal.
 - Large assemblies like “All College” or “All Club” meetings that meet during non meal times—light snack.
 - Annual events like convocation—light snack or a meal depending on the time of day and the length of the meeting at the discretion of the president.
- Meetings involving external guests (i.e. community guest, advisory groups, system personnel, accreditation teams):
 - Scheduled over a meal time (i.e. breakfast, lunch or dinner times)—light meal or a meal.
 - Scheduled during a non-meal time—light snack
- Requests for catering/food must be approved by the appropriate supervisor (Daniel Villanueva for student funds and Dr. Richard Weldon for Faculty Senate and PSSA).
- Food items are to be part of the budget/plan and expenditures are to be charged to the “Official Functions” line item within the budget.
- Organizations may collect funds from the membership or participate in pot lucks for a designated audience. If you choose to use either of these two options, please work with your appropriate supervisor.