

Catering

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Catering

“If a pot is cooking, the
friendship will stay warm.”

-Arab Proverb

StudentLeadership

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University Activities

www.uwp.edu

University Activities Office
L104, 595-2278

Keyword: university activities



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Catering & Food Service for Student Organizations

All catering arrangements on the UW-Parkside campus must be provided in accordance with the contract for dining services. Catering arrangements may be paid for by either University Funds the organization's private funds. Our campus Dining Service is looking forward to serving your organization this year.



How to Order Food for your Event

Food for all events and meetings must be ordered from Catering in accordance with the University contract.

ORDERING FOOD FROM SOURCES OTHER THAN UNIVERSITY DINING SERVICES IS NOT PERMITTED!

- Check out the special pricing for student organization for **Ranger Menu online service!** www.uwp.edu **Keyword: Dining Services**
- Make your room reservation through VEMS (Virtual Event Management System).
- A copy of the catering reservation confirmation will be sent to University Activities for approval.
- Meet with the Catering & Events office, located in the Student Center L209, to confirm the catering or food order.

Attention: Organizations can fund only 50% of their catering event/food order using Segregated Fee Account funds. The other 50% must come from different types of funding other than another Segregated Fee account.

How to Fund your Catering Event

A. If catering is being paid for with **Private Account** money, then

1. Check the account (before the event) to make sure there is enough money to cover the bill.
2. After the event the bill will be sent to the University Activities office, which will process a Check Request from the organization's Private Account to pay the bill.

B. If the catering is being paid with **Segregated Fee** money, then:

1. Submit a copy of the promotion to the University Activities Office **prior** to the date of the event. Advertisement/marketing must state "free food", or that refreshments or meals are provided.
2. Submit a list of event attendees to the University Activities Office within 48 hours following the event.
3. After the event the bill will be sent to University Activities for approval. 50% of the bill will be paid by the Segregated fee account. The balance will be paid by the organization's private account or by other means as noted on the reservation.
4. All remaining catering charges will be paid for out of the organization's Private Account if the paperwork is not in order.

If problems were encountered with the catering event:

Speak with the Catering & Events Director immediately to resolve any issues. Catering invoices within one week of the event, so it is important to resolve problems in a timely manner.

For more detail on the Catering Policy & Procedure, please go online to www.uwp.edu keyword: University Activities and review the Student Organization Handbook.

Questions about this policy? The complete policy is UWSA-FPPP36 and can be found at <http://www.uwsa.edu/fadmin/meetguid/foodbev.htm>

Questions? Contact:

University Activities: Student Center L104, 595-2278

Catering & Events: Student Center L209, 595-2346 or email catering@uwp.edu