



# RETREATS GUIDE

## Procedures & Policies

- The intent of Dining Service's retreat program is to provide access to food utilizing meal swipes for student's venturing off campus; whether it be for athletics, dorm retreats, or any other student involved activity where food or snacks are desired.

Retreats are deducted off of students' meal plans - one meal swipe per person per meal.

If less than 7 days' notice, Calvin Dining Services reserves the right to determine if the request can be fulfilled.

Menu prices are reflected for any attendee of your event not on a meal plan.

The event coordinator is responsible for submitting student names and emails at least 3 days before the event for meal plan deductions. Additionally, any attendees not on a meal plan need to be provided at this time. Your guaranteed attendance is required 3 days prior to your scheduled event by 4:00pm.

Retreat food is sent cold and uncooked. The food is meant to be reheated at your destination, if needed, prior to serving your group.

The group is responsible for bringing coolers to pack the food into before leaving off site. Ice is available to help pack the coolers. If coolers are needed, Dining Services will discuss options with the event coordinator at the time of request.

If there is an item you would like to order which is not listed, we will try our absolute best to make arrangements for special orders if proper notice is given.

All prices and available food items are subject to change.

## Menu & Cost

- A gathering fee of \$2 per attendee will be charged when meal swipes are being used as a form of payment. If disposables are needed, this fee increases to \$3 per attendee.

# MENU

## American Grill - \$11

- Hamburgers (includes buns)
- Hot Dogs (includes buns)
- Chips
- Potato Salad
- Cookies
- Chicken Fajitas (includes onions & peppers)
- Ground Beef Tacos (hard or soft shell)

## Taqueria - \$11

- Taco Meat
- Shells
- Toppings

## Uppercrust - \$9

- Lunch Meats
- Cheeses
- Lettuce, Tomatoes, Pickles
- Lemonade (canned)
- Bulk Breads
- Potato Salad
- Chips
- Cookies

## Ciao - \$9

- Pasta
- Sauce
- Breadsticks
- Salad

## Breakfast - \$6

- Cereal Cups
- Milk, Assorted Juice
- Pastries, Bagels, Muffins
- Hand fruit

## Refreshment Choices - by case price

- Bulk Lemonade
- Bulk Water
- Juice Boxes

# FOOD SAFETY TIPS

**Liz Hooten**  
Service Supervisor  
eah42@calvin.edu  
616.526.7189

## HELPFUL TIP

In preparing for your retreat, we will discuss proper food handling with you during the request process and cover any concerns you may have. We are here to help make your event a success!

Make sure anyone handling food washes their hands prior to starting.

The area that will be used for preparing the food must be clean and sanitary, including cutting boards, countertops and all utensils. This helps prevent cross-contamination and reduces the risk of someone getting sick from eating something that you've prepared.

Always keep the food on ice or refrigerated up until the moment that you are ready to prepare it. This minimizes the risk of the food spoiling and also prevents food-borne illness.

Ensure food is cooked thoroughly. Details on how to safely prepare your specific event will be shared with the Event Coordinator.

