San Bernardino County Superintendent of Schools
Procedure 3316

Events - Meals and Refreshments

Meals and refreshments for an event at an SBCSS facility may be provided through any catering service that meets catering guidelines. Refreshments may only be supplied by the department. Full meal services for breakfast, lunch or dinner may be provided by a catering service, school district or ROP. Departments may order and pick up refreshments and meals from any established food vendor that meets the guidelines below. The department will be responsible for all cleanup associated with providing meals or refreshments.

"Meals" will be used to define traditional hot and/or cold entrees served at conventional times. "Refreshments" will be used to define beverages (coffee, tea, soft drinks, juice), continental breakfast (pastries, muffins, bagels, fruit, etc.) and snacks (cookies, crackers, cheese, chips, pretzels, etc.) which are served during an event and are not part of a specific meal.

Catering Guidelines:

1. Catering service must have a current business license and be approved by the County Health Department.
2. Catering service may not be owned or operated by immediate relative(s) of sponsoring department employees.
3. Catering service must check-in at the reception desk of the event facility.
4. Catering service must perform all necessary food setup and clean-up. If the catering service fails to properly clean up, the department will be responsible for doing so.
5. Tips for catering services are allowable if a delivery or set-up fee is not charged; tips are limited to 20% of the pre-tax amount of the catered items.
6. Full meal service for a fee may not be provided by an SBCSS employee, or any vendor owned, in whole or part, by an SBCSS employee.

Districts, partners, and SBCSS departments are responsible for payment to the catering service by purchase order, check or credit card. The method of payment must be determined prior to placing the order. An agenda, activity flyer, or other appropriate meeting notice, along with a sign-in sheet, must be submitted with the invoice or Cal Card statement.

Meals and/or refreshments for employees and non-employees are an allowable SBCSS expense for conferences, workshops, seminars, in-services and staff meetings (refreshments only), as described below.

Conference

A conference is defined as an event in which there is a registration fee to attend.

Workshop, Seminar or In-service

A workshop is differentiated from a conference by the length of the event and may include a registration fee.

Staff Meeting

A staff meeting is for conducting staff business and discussing day-to-day operations. Staff meetings are generally held on a set schedule during the regular workday.

Meal Guidelines:

- Breakfast – Only continental breakfasts are permitted at SBCSS facilities. Full breakfasts may be ordered for events which are under contract at an outside facility in conjunction with a conference or workshop.
- Lunch – Catered lunch is only permitted if the event begins at or before 10:00 a.m. and concludes at or after 2:00 p.m., or is more than five hours in length and begins no later than 11:00 a.m., even if the cost is included in a registration fee.
- Dinner – Event which begins at or before 5:00 p.m. and extends to or beyond 7:00 p.m.
- Refreshments – May be served at any conference, workshop, seminar, in-service, or staff meeting regardless of duration.

Exceptions to the meal and refreshments guidelines may be requested in writing and authorized by the Chief Business Officer.

Approved: March 19, 2002
Revised: December 3, 2022
Revised: April 1, 2003
Revised: June 27, 2011
Revised: December 17, 2024

Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____