

# Linn-Benton

## COMMUNITY COLLEGE

### Courtyard Lunches

Please read your *Courtyard Lunch Checklist* very carefully to ensure all criteria are met! Note that publicity, including the PUBLIC e-mail, must be completed at least a week in advance and must include the following information:

\*Explanation of menu, date, time, location, name of club, lunch prices, and the "collaboration statement." (See page 2.)

1. The Courtyard Lunch Series is made possible through a collaborative effort between LBCC Food Services, Student Life & Leadership and Council of Clubs.
2. Courtyard Lunches will be available during Fall Term (usually in October) and Spring Term (usually in May). Sign-up is on a first-come, first-served basis. However, priority is given to clubs that have not hosted a lunch within the recent past.
3. Courtyard Lunches are funded by the Clubs General Fund, which provides chips, beverages and cookies, and the \$150 service payment awarded to each hosting club or co-curricular program.
4. LBCC Food Services provides food and supervision of food safety for all Courtyard Lunches.
5. Lunch prices are currently \$4.00 for students and \$5.00 for staff (4/25/16). Prices are set by Food Services in collaboration with the Director of Student Life & Leadership.
6. Any student club or co-curricular program that hosts a Courtyard Lunch fundraiser must meet the following criteria to earn the \$150.00 service payment (see [Courtyard Lunch Checklist](#)):



a) Set-up, serving and clean-up:

- 1) Four club members should report to SL&L by 11:10 a.m. on the day of the event. Tables will be outside Takena Hall.

2) Set-up includes:

- Set up tables outside Takena Hall. Food Services will bring tablecloths.
- Food Services will set up a grill, if needed.
- Set up a 2-sided sandwich board with identical signs on each side that include menu, price and club name. **\*\*Signs should be created ahead of time.\*\*** Materials are available in the SL&L office (F-120). An extra table can be provided to accommodate club information and/or sign-up, additional items for sale, or other display ideas you might have. Just remember to notify SL&L, and plan ahead for additional display tables so they don't slow down your lunch line.



- 3) A Food Services representative will arrive with the food at **11:15 a.m.** and instruct everyone on food set-up, proper food handling, service procedure and portion sizes. They will then direct students in final set-up. Food Services staff is to provide guid-

ance, training and direction—the club is to prepare, serve, collect receipts and clean up afterwards. A representative from SL&L will check in periodically, but they are not responsible for the work associated with the lunch.

- 4) Cook and serve lunches as needed. **Hours of operation are 11:30 a.m. - 1:00 p.m.**
- 5) Cost is \$4.00 for students and \$5.00 for staff (5/18/16). Lunches are purchased inside the Courtyard Café. The club cashier collects receipts and turns them into Becky Asebedo in the Café afterwards.
- 6) Clean-up includes:

- Return unsold drinks and unopened cookies to SL&L office
- Clean up all trash
- Dump ice on grass, and return bucket to SL&L
- Remove all publicity for event



b) Publicity:

- 1) Publicity must begin a **minimum of one week in advance** of the event and must include:
  - an e-mail to PUBLIC-LB (your adviser or SL&L program assistant should do this)
  - promotional slide uploaded to all campus monitors (see SL&L staff for guidance) **OR** signs for sandwich boards posted around campus (materials & boards available in SL&L) **OR** flyers for all bulletin boards
  - two large signs for a 2-sided sandwich board to be posted at the lunch.

Copies of these materials must be turned in with the *Courtyard Lunch Checklist* for the club to be considered for the full service payment.

- 2) All publicity must include: the complete menu, meal prices, date and time of the lunch, name of the sponsoring club, and the following collaboration statement: ***“This event is made possible through a collaborative effort between Food Services, Student Life & Leadership, and Council of Clubs.”***
- 3) SL&L has butcher paper in several different colors, markers, paints and other art supplies for your club to create signs and a banner. Materials must be used onsite in the SL&L office. Again, please be certain to read your *Courtyard Lunch Checklist* carefully to ensure all necessary information is included on your sign. **We strongly recommend creating your signage a day or two before your lunch event.**

7. A *Courtyard Lunch Checklist* will be provided (or can be downloaded/printed [here](#)). It must be completed, signed and returned to Student Life & Leadership within five (5) days after the event to be considered for the \$150.00 service payment.
8. If the student club or co-curricular program meets all personnel and publicity criteria as described and returns the completed checklist to SL&L within (five) 5 days after the event, they will receive \$150.00 for their fundraising efforts.

9. If the club or co-curricular does not meet the personnel and publicity criteria as described:
- The service payment will be reduced by \$10 for each checklist item not completed.
  - If necessary, SL&L will provide last-minute staffing arrangements; however, the club will forfeit half the \$150.00 service payment.
  - All deducted funds will be donated to Linn-Benton Lunchbox (LBLB).
  - Clubs will not receive the service payment until the completed and signed Courtyard Lunch Checklist is received by SL&L.
  - Clubs may dispute service payment reductions at the next upcoming Council of Clubs meeting after the Courtyard Lunch in question. Council of Clubs reserves the right to make the final determination regarding service payment.

**\*\*Please note:**

- Chairs are inappropriate for this fundraising venture, so wear comfortable shoes.
- Club members with long hair must tie hair back, so make sure you have elastics or rubber bands available.
- It is absolutely imperative that four club members are available for the entire length of the lunch. As an extra incentive, **four club members** (maximum) will receive a free lunch. No other lunch deals, including discounts or extra portions, are given to students or staff. If four club members are not present for the entire duration of the lunch (11 a.m.—1 p.m. and clean-up), the \$150.00 service payment will be compromised.

***Student Life & Leadership is here to help make your fundraising event successful! However, it is ultimately the responsibility of the club and its adviser to ensure that all Courtyard Lunch criteria are met.***

***Please do not hesitate to contact the SL&L Program Assistant with any questions or concerns!***

***541.917.4465 or e-mail [morijah@linnbenton.edu](mailto:morijah@linnbenton.edu)***

