

SECTION: **POLICY STATEMENT – COMMERCIAL SERVICES**

SUBJECT: **VOLUNTARY DONATION BY FOOD SERVICE MEAL TICKET CUSTOMERS**

PURPOSE: To establish policy framework through which meal plan users may donate to charity equivalent prepaid food cost of a meal.

EFFECTIVE DATE: **September 15, 1986**

HISTORICAL: March 1975

VOLUNTARY DONATION BY
FOOD SERVICE MEAL TICKET CUSTOMERS

I. POLICY

- A.** The Cal Poly Corporation ("CPC") Board of Directors will consider proposals developed by University recognized student groups designed to provide the voluntary donation by food service meal ticket customers of the equivalent prepaid food cost from one meal to an acceptable off-campus charity. A maximum of one such proposal each quarter during the academic year may be considered for approval or disapproval by the Board, provided that any such proposal receives the prior endorsement/approval of the Student Affairs Council and the A.S.I. President.
- B.** Any proposal as generally described above must include provisions for comparable participation by all members of the campus community in accordance with prescribed University procedures without elements of harassment to anyone who does not wish to participate.
- C.** It is the intent of this policy statement that the CPC food service program will not incur any incremental cost burden as a result of this activity which, in effect, increases costs to customers.
- D.** The sponsoring group will recognize and agree that the ultimate decision of the Executive Director is final with respect to the proposal, itself, and the procedures designed to facilitate this activity.

II. PROCESS

- A.** CPC management will have an opportunity to review a "voluntary donation of meal (food cost) proposal" prior to its submission to the Executive Director.
- B.** The designated donated meal in a proposal will be selected in consultation with CPC management and will represent one specific meal provided meal ticket

customers, Monday through Thursday, of any normal week in which prepaid meals are served.

- C.** All voluntary donations by meal ticket holders will be declared at least one week in advance of the designated donated meal in any proposal.
- D.** Declarations by meal ticket holders will be recorded by food service personnel, with the assistance of the sponsoring student group, at a prearranged location in the University Union within a maximum four-hour time block (i.e., Wednesday, Thursday, 11:00 A.M. through 1:00 P.M.).
- E.** CPC Food Service will remit the designated charity in any proposal the equivalent prepaid average food cost donated by each meal ticket holder according to meal plan purchased. The most recent monthly year-to-date total food cost percentage will be utilized by multiplying said percentage times the average prepaid cost of donated meals according to meal plan purchased.
- F.** The sponsoring student group will be responsible for all promotional planning, arrangements, expenses (if any), effort, etc., associated with this activity -- all in accordance with the above policy and procedure statement and appropriate University procedures.