

Menu Planning/Snack Table/Soft Drinks & Water

(Revised 4/2019)

- Chairperson volunteers commitment during the March Planning Committee Meeting. Early arrival at camp required to set-up snack table, water cooler and be sure hot drink area has been set-up by kitchen staff.
- Create your own menu plan for each meal for the event and submit it to the planning committee board for input and approval.
 - The registrar has been able to provide a report of dietary special requests from prior years' events to assist you with food selection based on food allergies, medical needs, religious requirements, etc.
 - Use prior years' menus as guides for food selection and budgetary costs.
- As of March 2019, our event is considered a camporee . Thus the cost of cabin rentals and the cost of food (5 meals at \$8 per person) is set by council/camp. Contact the Camp Director at Misty Mountain with the menu plan and ask them to confirm meal plan selections are doable for said costs. Obtain cost confirmation by the May planning committee meeting. This is a major portion of the overall cost of the event for all attendees so must have these costs finalized in May so the event's budget and registration pricing can be completed (May/June).
 - To verify Camp Director call Council Helpline 770-702-9411
 - Camp Director – cmmdirector@gsgatl.org T: 706-629-1030
 - Current Director – Tiffany Edwards tedwards@gsgatl.org
- Menu will be finalized by June Planning Committee Meeting. Provide a copy of finalized menu to Camp Director, Webmaster and Planning Committee Board. Ask Webmaster to put menu on event's website.
- Assign Dining Room Kapers by cabin assignment. Kapers include sweeping floor, wiping tables, checking restroom for trash on floor, if supplies need replaced, and if trash can needs dumped. Kapers are to be done the last 15 minutes of the meal time. Assignment to be in person's confirmation packet. Provide assignments to the Registrar by August to place assignment on the person's schedule.
- In January, the Registrar will provide a list of attendees that have indicated special dietary needs. Send each attendee listed (cc registrar and administrator), an email that if the menu shown on the website does not meet their needs, they are welcome to bring their own food. Remind them of the snack table microwave and that no cooking is permitted in actual cabins.
- Snack Table
 - Provide 2 purple plastic tablecloths from the dollar store.
 - Ask Camp Director/Ranger to provide microwave for on snack table for the weekend.
 - Provide napkins, small paper plates and/or bowls for participants to use at snack table.
 - Bring the large plastic bowls to put small items in on table (i.e. fruit, snack cracker packs, cereal bars, etc.) People are more likely to eat these items if in large bowl, quick pick up and go versus fumbling

with a box. These bowls belong to the planning committee and are housed by the Menu Planning Committee chair during the year between events along with remaining napkins/plates/decaf tea.

- Set up snack table(s) at event and oversee it (organize, clean, add paper products) throughout weekend.
- Invite the kitchen staff to help themselves to anything on snack table.
- Have a reminder announcement made during Sunday breakfast for everyone to pick up any snacks they want to eat or take home because any remaining opened food will be discarded during clean-up.
- Clean-up/breakdown area, discard food.
- Take home large plastic bowls and any unused napkins and plates for next year's event.

➤ During Event set-up, be sure the coffee, tea, hot chocolate area is set-up by kitchen staff.

- Starting the 2020 event, the camp provides coffee/tea/hot chocolate and a hot water urn for tea/hot chocolate at no additional cost. It is a part of the camporee meal costs.
- We supplement the tea selection with herbal/decaf tea bags. Planning committee members have been very generous to donate decaf tea bags for the event when asked.

➤ Soft Drinks and Water

- During the 2019 event, it was decided that sodas would no longer be sold at future events. We will continue to bring and sell bottled water.
- Purchase 16 oz. bottles of water. Keep receipts and bring to event. Reimbursement is made from the money "earned" from selling the drinks. The rest of the "earned money" is used to help fund future scholarships.
- Need a large cooler to keep drinks cold at event. Usually the camp provides the cooler when asked.
- During camp set-up, fill cooler with drinks and ice. There is an ice machine in the back hallway of the kitchen.
- Make signs for the cooler and recycling box. Place signs on cooler telling the contents and the price per item, like "water \$.50" and "empty water bottles" for over the box.
- During planning meeting in October or November, ask who will be responsible for taking the recycled water bottles home. Ask who will provide a box and/or garbage can liner for recycling the empty bottles
- Throughout the event, check cooler and restock.
- Provide a container to collect the money (like a labeled coffee can). The drinks are sold in a "on your honor" method. At the start of the event, put some coins (counted/tracked) in the container to help someone make change, if needed, when they purchase their drink. Throughout the event check the container and remove most of the money for ease. Count and track amount received (remember to deduct the amount of coins that were placed in container to start the event).
- Sunday morning check inventory and decide what to sell at a reduced price and have announcement made. Any unsold drinks are taken home by menu committee and the cost of these is removed from amount being reimbursed from sales receipts (as if the drinks were sold to them at purchase cost).
- After selling is finished, count all money (coins/bills), complete reimbursement form with receipts attached, deduct amount of reimbursement and note amount of "profit made" on form and turn form and "profit" into the administrator/treasurer for the event before leaving camp.
- Clean-up/breakdown area Sunday after lunch.