

Event Details and Food Preparation Guidelines

Thank-you for volunteering to participate in Sentinel's Multicultural Lunch.
Let's make this another wonderful, safe event for everyone involved.

Information the Food Coordinator needs to know:

Your menu (the food you plan on serving)

Source of your food (name of the restaurant, grocery store, or home prep).

If purchasing from a restaurant, please:

Get 3 quotes for food being purchased from a restaurant

Provide coordinator with the names of the restaurants and their quote so that we can build an inventory of restaurants for future luncheons

Number of planned servings

Cost per serving (one ticket = \$1). The cost per serving should not exceed 6 tickets.

Please consider the following and let the event coordinator know.

- Do you require an electrical plug? Please let the event coordinator know.
- Number of pieces of cutlery (knives, forks, spoons).
- Number of plates and size of plate required (9" dinner plate, 6" dessert plate, small (8oz) bowl).
- Number of 6 foot tables you require
- Number of volunteers you have helping at your table (if you need more help, please let coordinator know). For hot serve of main dishes, please plan on a minimum of 6 servers. 8 - 12 is best.

Create a poster board with your menu and price per item. Please post this on the wall behind your table and have one to tape a small one on your table for the students to view as their turn approaches.

Note: Please review the floorplan which can be found on the PAC Website. It shows the current estimates for tables, cutlery, and plates you may need. Napkins can be found at the supply tables. Please inform event coordinator of any required changes.

The Day Of

Setup

Set up in the gym, 11:45 am on day of event

Please bring your own tablecloths and extension cords, if required.

Please bring any signs you wish to post above your table. The gym gets crowded and it helps students find you.

Please put your name and country on a sticker badge and wear it.

Grade Eights arrive first, at 12:20

All other grades arrive 10 minutes later (after the grade 8's get their head start)

Lunch ends at 1:45pm, cleanup follows. Cleanup takes less than 30 mins.

Please label any items you bring.

Food Delivery

There is a loading/unloading area on the west side (field side) of the gym. Student volunteers will be on hand to assist you. Once unloaded you will need to park your cars in a non-staff parking spot. Thank you in advance for adhering to this policy.

Food Safe

Parents providing food must ensure that all food is prepared and stored in a safe, clean environment (see Food Safe information).

Please ensure that helpers follow good hygiene practices when distributing the food to the students.

Please ensure that all helpers wear (supplied) plastic / latex gloves when serving food.

Restaurant Food Sources

Restaurant (please get 3 quotes when sourcing your food)

Ask for 10 - 15% off as a minimum. Some offer more. Tell them that the event is a school fundraiser. If they want to have a stack of business cards on the table as advertising, that is OK with us.

Ask for free delivery. If they won't, perhaps you can pick it up?

Ask for hot food serving dishes (called chaffing dishes). Again, free? (you will likely need to return them to the restaurant however).

Ask for hot food serving utensils that control the portion being served. That way every student gets the same amount and you serve the number of servings expected.

Timeline (for safe food distribution to students)

There is a 2-hour time limit (from the time food leaves its source, until the time it is consumed by the students) for the 'safe' distribution of food, as laid out in the Vancouver Coastal Health (VCH) guidelines. As a result, we are asking that all food arrive at Sentinel **between 11:30 and 12:00 pm. Lunch begins at 12:20pm for 8th grade.**

Set up of your station (table) may begin any time after 11 am. Please have your table set, the food in place and all your servers ready to go no later than **12:10 pm**. Students will be setting up the tables and chairs prior to 11 am so please don't arrive before this time.

If you plan on cooking rice in rice cookers, please let me know so that I ensure you are stationed by an appropriate outlet.

Please bring all serving utensils FROM HOME (or from your restaurant of choice). Please have spares in the event some are dropped. Do not reuse if dropped. Sterilize in your dishwashers prior to use and store in Ziploc bags.

Gym Details

Signs you make for your station may be posted on the wall behind your table. For those tables in the centre of the gym these signs may be attached to the fronts of your tables.

Tickets

Tickets will be sold starting four days prior to the lunch.

They are sold in \$1 increments.

Please ensure the tickets you receive look like the sample you are given. If there is a different looking ticket presented, it has not been purchased and cannot be accepted.

Please contact the coordinator or the Sentinel Vice Principal in charge immediately if presented with a fraudulent ticket so that we can deal with the issue. (Some students buy cheap tickets from the dollar store and try to pass them off as valid tickets.)

Each table will need to bring a grocery sized paper bag or cardboard box in which to collect the tickets from the students. Please place all tickets in the container and keep it safe. The tickets will be collected and counted at the end of the lunch to determine sales and help with food estimating in the future.

Garbage / Recycling

Our policy is to try to minimize garbage by using compostable plates, cups and cutlery.

If you have any garbage, please keep it separate from compostables and take it home with you.

Handling Donations/Money:

Table Coordinators can obtain and spend funds in two ways. PAC prefers the first way because we can better see how much budget we need to put on the event. However, you can do it the second way, as long as you track donations/expenditures. Sorry, we cannot reimburse you if you spend more money than you receive. This Lunch is a fundraiser for PAC.

1. Parents provide donation directly to the PAC

The PAC will be contacting parents a number of times. We ask for donations for the lunch and parents can indicate which table they are supporting. You can request your table supporters to donate funds for your table. The PAC will notify you of donations received for your table.

After the Lunch, give all invoices and receipts to PAC at the end of the day – leave an envelope at the school office. Include your name and address (or those of parents who should receive the cheques). PAC will provide cheques for these expenses.

2. Parents provide donation directly to Table Coordinator

If parents want to give you their money directly please record the amount and name of the person making the donation.

When you spend this money (e.g. buying ingredients or food) please record the amount of money spent and keep the receipt.

At the end of the Lunch, please:

- ☐ Give the list of donations and expenditures to the PAC
- ☐ Give any remaining donations to the PAC. Please leave it at the office in an envelope marked "Sentinel PAC – Multicultural Lunch".

THANK YOU!!!