

SUMMER CAMP FOOD SERVICE GUIDELINES

Groups needing Dining Service for summer camps must contact Tiger Dining at 334.844.4841 or by email to Karen.Malcolm@compasss-usa.com

The **initial estimate** for a camp will be the number submitted to the scheduling committee when requesting approval to use AU facilities. A **revised estimate** is required at least 7 days prior to camp. In the event a **final guarantee** (see below) is not provided, this number will become the guarantee.

A **final guarantee** should be given at least 48 hours prior to the camp beginning. The billable number for every meal will be the higher of the **final guarantee** or the actual number of camp participants eating the meal. A representative of the camp must be available during the meal period to assist with taking a count for the group. The count will be agreed upon at the end of the meal period. Any disputes involving meal count must be resolved within 24 hours.

To assist in coordinating food service needs, all camps are required to provide Tiger Dining a completed Food Service Reservation Form and Calendar. Information about current meal rates and the forms needed to request summer camp food service are available at www.auburn.edu/summercamps/foodservice

In the event a group needs to adjust their dining schedule, dining service must be provided a minimum of 36 hours advance notification. If the notification deadline is not met, the group will be billed in accordance with the guarantee provided. There will be no reimbursement for missed meals.

Tiger Dining is responsible for coordinating meal times with camp groups. To the extent possible, an attempt will be made to accommodate groups by coordinating meal times to meet their schedule or needs. In the event there are conflicts, Tiger Dining will work with groups to coordinate amended meal times. Adhering to scheduled meal times will be the responsibility of each Camp Director. If a group arrives at other than their scheduled time, they may be required to wait for other groups. The unscheduled group will NOT be allowed to pre-empt another group from a previously arranged meal time.

APPENDIX G

Revised 11/12/08