Plan B - Banquet Meals

To receive rebates for plans A, B, C, and D all forms listed below must be completed and delivered to the Assistant Vice President for Business Affairs, no later than, 10 days prior to the event. Please follow the detailed instructions below.

Criteria for Plan B

1. The banquet meal must be an official college function as approved by the Business Affairs Office to qualify for the rebate.
2. The banquet meal must substitute for a regular cafeteria meal and be at the same time as the meal.
3. It is understood that if a student’s name appears on the Student Identification Sheet, they will not be permitted to eat a regular cafeteria meal at the same time as the banquet. If they do so after being informed that food has been prepared for them, the group will be charged for their meal at the regular rate.
4. Each meal plan student must have adequate number of meals left in the week to cover the rebate.

Detailed Instructions:

An Event Sheet may be obtained from the following places:

- Pioneer Food Service Office in the Cafeteria.
- Business Affairs Office, 2nd floor of the Hagar Administration Building.
- Administrative Policy Manual - 300.2.5.1 Meal Plan Student Rebate Policy Event Sheet.

Instructions for the Event Sheet and Student Identification Sheet:

1. Complete the Event Sheet.
   - Secure approval from Department Head, Faculty Sponsor or RD.
2. Student Identification Sheet.
   - Each participating student must be listed on the Student Identification Sheet by name, student ID number, and signature.
3. Attach to the Student Identification Sheet a typed, alphabetized list with ID numbers.
4. Deliver the completed documents to the Assistant Vice President for Business Affairs 10 days prior to the event.