

Food

Overview

As the team member responsible for food, it will be your job to oversee the provision of food for the team and the Trainers during the Workshop. This includes being alert to the needs of the Trainer during the sessions (water, coffee, tea, towel, etc.) This job requires the ability to plan on a limited budget, to prepare creatively, and to be alert to the needs of others. Typically, you will make contact with local GAP graduates or others supporting the work to volunteer to provide meals for the team and Trainers. Like every other member of the team, you exemplify the Workshop itself by being its principles.

Commitment

Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and any information meetings.
1. Be prepared for all meetings and the Workshop, including any homework and paperwork.
2. Participate in weekly team coaching calls.
3. Enroll other individuals to the team.
4. Enroll and register participants to the Fusion Workshop.
5. Make confirmation calls.
6. Pray regularly for the team, the Trainers, the participants, and the Workshop.
7. Be a witness.
8. Create value for the team.
9. Do what it takes to accomplish the vision.

Responsibilities Before Fusion

1. Contact the team members and the Trainers for any dietary restrictions/requirements (and possibly preferences) before coordinating food for the Workshop.
2. Determine what meals and other refreshments will be needed, confirming with the Team Captain.
3. Develop a list of potential volunteers (with the Sponsor) to enroll in bringing meals for the team.
4. Determine (with the Sponsor and Team Captain) an accurate head count for meals (including any guests).
5. Coordinate meals with volunteers, providing the number of people who will be served and the time for meals to be delivered.
6. Determine with the Sponsor if team members will be asked to contribute to the food and snacks budget and how much will be requested.
7. Collect the funds from team members, keeping track of who has contributed.

8. Coordinate the food budget with the Sponsor, being careful to stay within that budget.
9. Keep all receipts for reimbursement.
10. Check the Workshop location in advance to determine the following:
 - Any needed equipment (tables, coffee pots, carafes, garbage cans, coolers, mini fridge, microwave, toaster oven, etc.)
 - How food will be set up during the sessions.
11. Purchase all food, snacks, beverages, paper products, and other needed supplies. (Paper products and other supplies may be available from previous GAP events; talk to the Sponsor about this in advance.)

Responsibilities During Fusion

1. Ensure that all meals are prepared and served on time.
2. Stay in contact throughout the Workshop with the volunteers bringing food.
3. Leave the sessions early to prepare meals so that they are ready for the team.
4. Keep the food station clean during the day.
5. Have a beverage/snack table available at all times.
6. Monitor the supply of food and drinks, purchasing more if needed.
7. Clean up the food station area at the close of each day's session, enrolling help from other team members.

Responsibilities After Fusion

1. Clean up the food station area completely.
2. Provide an accounting to the Sponsor for monies spent along with all receipts for reimbursement.
3. Return all borrowed and rented equipment.
8. Return all paper goods and non-perishable foods to the storage area (if applicable).

Food & Meal Needs

- ☐ ___ as food is allowed in the room for Fusion, you can choose to bless the participants with any snacks, drinks, fruit, baked goods, etc.
(volunteers outside the room are a great resource for this)
- ☐ ___ snacks for the team in the team room
- ☐ ___ drinks for the team in the team room
- ☐ ___ Friday breakfast for the team and Trainers
- ☐ ___ Friday lunch for the team and Trainers
- ☐ ___ Friday dinner for the team and Trainers
- ☐ ___ Saturday breakfast for the team and Trainers
- ☐ ___ Saturday lunch for the team and Trainers
- ☐ ___ Sunday brunch for all (team, Trainers, and participants) SPECIAL MEAL
- ☐ ___ Sunday dinner for the team and Trainers