

FOOD

Purpose

To ensure ample supply of food and drinks for all team members at times when food is not provided by the facility.

Way of Being

Focused, aware, servant's heart.

Mechanics

A. Before Awaken:

1. Ask the Sponsor or Coach who you can call who has previously been the Food person (even from Awaken trainings were elsewhere) to ground on details of this job.
2. Plan for meals to be ready to go for lunch and dinner each day of the training. You can either have graduates volunteer to bring in food, or have food that's easy to assemble on location, as long as it is prepared in time, and works in coordination with the Sponsor and team's budget. The third alternative is to collect donations from grads to go towards the team food which can be picked up by you or a designated team member to bring back.
3. Keep the team snack food menu simple: finger food, fruit, cold cuts, granola bars, muffins, coffee and refreshments... If needed you can request up to \$25 from each team member to cover this cost, if that's the Sponsor's wish. Or, you can have team members each bring in their own snacks for the training days.
4. Know the specific head count of the team, the guests of the Trainer and anyone else who will be eating with the team.
5. Arrange with the Sponsor for reimbursement of expenses. NOTE: Save all of your receipts.
6. Get specific dietary requests from team members, and any guests in the room at least one week prior to the training, if not earlier so any volunteer grads who are bringing in food can take this into account. Check with the Sponsor regarding any special diet for the Trainer(s) early in the process and no later than one week prior to training, or you can ask the Sponsor about you checking in directly with the Trainer(s) on this note. Have coffee/tea ready for the Trainer(s) every morning, evening and upon request. Also, have a supply of bottled water for the Trainer(s) at ALL TIMES at their table. The Trainer(s) should never need to go looking for water. Also, find out what special requests the Trainer(s) might have for snacks and for food in general, and make sure those special snacks are set aside so no one else eats them, and that the Trainer(s) know about it.
7. If there is no refrigerator, arrange sufficient number of ice chests to be borrowed and how they will be returned. Make sure you have a way to continue replenishing the ice as needed.

8. Be sure to have sufficient number of cans or bags to dispose of waste.
9. Be sure that a water station is provided for participants and is continually stocked with water and cups. The person on the team with the Liaison job can also help with this.
10. If you are going to be having meals brought in for the team by GAP grads:
 - a. Talk to your Sponsor and Team Captain about suggestions of grads to contact and contact them EARLY in the team process, as it can take time to find and schedule people.
 - b. Make sure your volunteers are clear about the following:
 - o An accurate count of how many people they will be providing meals for
 - o To arrive at least 30 min prior to the meal scheduled time
 - o Clarity on dietary restrictions and health needs
 - o A way to contact you in the training room (usually text is best) once they arrive so you can meet them to help display the food in the team room.
11. If the meals are being provided by the location:
 - a. Check with the Sponsor or Liaison to make sure the location is clear about the need to have the meals ready early and that the times may vary based on the training room.

Here is an example email template that includes both suggested wording when reaching out to grads, as well as the recommended times for food with Awaken:

Suggested message, however you want to word it for you:

Hi Awaken grads! My name is [your name] and I have the role of taking care of the team meals for the upcoming [training dates] Awaken Training in [City]. No expectations, but [Name who gave you the contact info] passed on your info as someone who MIGHT be interested in either a) bringing a meal or b) contributing financially in a small way towards meals for the team purchased. We've got [#if people to feed] mouths to feed for team and trainers :) Let me know if you're interested in helping out in some way, or if this is not the time. And THANK YOU for even considering this request and for being an ongoing part of the GAP Community family!

Follow-up details as needed:

For donations:

Venmo:

PayPal to PayPal:

CashApp:

For meals:

Here are the meal arrival times.

THURS:

Lunch arrival by 1:15pm

Dinner by 5:30pm

FRI:

Lunch arrival by 12:30pm

Dinner by 5:15pm

SAT:

Lunch arrival by 1pm

Dinner by 5:30pm

SUN:

Lunch arrival by 11:30am

(No dinner, we end at 630pm)

During Set-Up:

1. Have the food completely organized and plan out when you are going to put out different food during the course of the four days.

During the Training:

1. Place the training snacks for team in the designated areas out incrementally so as to ensure you don't run out of snacks early in the training.
2. You as the Food person are responsible for clean up after each morning before training, after each break time, and after the training. Request support as needed, making sure you check in with the Team Captain so as not to ask a team member for help who might have a job needed in the room. Let the Team Captain always know when you are leaving or when you will be later because of clean-up. Keep the food/kitchen area(s) well organized, clean, and communicate care to the Participants and Team Members in that way.
3. If money was donated and/or the Sponsor is covering some of the costs to have food ordered from a nearby location and brought in, you can be the one to pick it up, and/or you could also talk ahead of time with the Sponsor/Team Captain about having one or two other people who might not be otherwise doing a job that could also trade-off with you for those food runs.
4. Make sure the Trainer(s) are taken care of at all times with their beverages, meals and snacks. The general rule of thumb is to always have a green and a protein available for the trainer meals. If one of the meals happens to be, for example, pasta and bread, then consider having separate meals or food set aside for the trainer(s) so they can eat healthy.

After the Training:

1. Make sure ice chests and food supplies are returned to their owners
2. Make sure the food/kitchen facilities are left just as clean or more clean than when you arrived
3. Send thank you cards within one week to any grads who may have helped by bringing in meals.
4. Turn any receipts in to the Sponsor ASAP that you have not already turned in.