

Lunch Manager

Due to Your Challenge Day Coordinator _____

(3 weeks prior to Day)

Thank you for volunteering to play an essential role in planning for Challenge Day to come to your school.

Lunch time may vary depending on your program start and end times, but are typically delivered and set up between 10:30 a.m. and 11:00 a.m. but will not be served until 15-30 minutes later. Your Client Relations Manager will work with you to determine the best time for you to deliver and set up lunches. **It is critical that we have a minimum of three (3) hours after lunch ends** to complete the day, and that we have flexibility around when to serve lunch. Lunch will be 20 to 30 minutes long.

Lunch must take place in the room where the Challenge Day is being held. Please keep this in mind when selecting your location.

All participants, including adults, will need to bring their own bag lunches and will be asked to remain on site, with no exceptions. Please provide **extra** bag lunches or simple sandwiches for those who may forget.

Or, if you wish to provide lunches for everyone, please have it be prepared **cold food**, such as sandwiches, subs, wraps, bagels, chips, etc. in sacks or boxes. Please stay away from foods like pizza, hamburgers, etc. as they can grow cold, and the aroma can be distracting. Arrange for lunch to be in the room no later than 10:30 a.m. (or as determined with your Client Relations Manager) so that our Leaders have flexibility regarding when to break for lunch. If lunch arrives late we may need to significantly alter the activities for the day, which can have an effect on the overall impact.

Arrange for a meal with a quick serving process. We suggest setting it up so a line can proceed down both sides of the table(s). Please avoid serving meals that require condiments or any “in-the-moment” preparation. These small delays add up when multiplied by 125 youth and adults, and subtract valuable time from the program.

Healthy meals are best – it makes a difference in morale and energy. Sugary or heavy foods may make students happy at lunch, but can seriously affect students’ ability to concentrate and be detrimental to the program’s overall success. Please avoid serving soft drinks and other food and drinks with high sugar content.

Please provide water for all participants. Large coolers with small paper cups work well.