

# **SITE PLANNING**

## **Food Service During Site Preparation**

Meals need to be provided for the people doing Site Preparation. These meals are at least from Monday lunch through Wednesday lunch. In recent years, Site Prep has started on the weekend prior to Annual Sessions. The Site Prep coordinator needs to coordinate with the person providing food during site prep as to what days Site Prep will be and which meals will need to be provided.

Foodstuffs and other items required for food service are purchased separately from other supplies and from food for Annual Sessions. ILYM will reimburse the cost of these items. Funds may be advanced for this purpose by contacting the ILYM Treasurer. In either case, save all receipts. Be sure to use the Illinois Department of Revenue Identification number, E9944-4704-01, when making purchases. This allows you to not pay sales tax on items purchased and is proof to the supplier of our Tax Exempt status. Ask the Administrative Coordinator for a copy of the most recent tax exempt letter. ILYM has a exempt account set up with Walmart.

Either the Clear Creek House kitchen and dining room/meeting room or the meetinghouse kitchen and dining room can be used for food service during site prep. If using the meetinghouse facilities, the kitchen needs to be cleaned before site prep service begins and the kitchen and dining room need to be cleaned and all food removed for the Health Department inspection which is usually at 1:00 pm on Wednesday.

Those preparing the food should communicate with the Overall Site Coordinator so that others at site prep can be available to clean dishes, empty trash and wash towels.

Meals should be served at regular meal times (breakfast around 7 or 8 a.m., lunch around noon, and supper around 5 or 6 p.m.). Some folks get up early and like to start early, so it can be good to have some self-service breakfast items, especially if breakfast is on the later side of a usual breakfast time.