

## OK GEAR UP Grant IV

### Food and Refreshments Guidelines

1. OK GEAR UP Schools may utilize GEAR UP funds to purchase on campus lunches for students in grades 7-12 who are participating in planned and budgeted college visits. The meals must be purchased through the campus food service and served on the campus site. This is considered a part of a true campus day experience.
2. Light refreshments (cookies) and drinks may be purchased for parent training and informational events outside of the school day or off school site. College information sessions, OK Promise Events, and FAFSA completion events are examples.
3. Light refreshments and drinks may be purchased for day- long faculty and staff trainings or programs that are technical in nature.
4. Small meals may be purchased for day- long off- site trainings when not leaving the site in the local area for a meal would save time, providing for more efficient use of training resources. (Parent Leadership Academy)
5. When students are on site or in the community and the school cafeteria is open and serving meals, OK GEAR UP will not fund meals/food (pizza etc.) for students. These occasions (College Signing Day, Rookie Camp, etc.) should look for outside sponsorship for food (banks, chambers etc.).
6. All food and drink purchases must be incorporated in the school's yearly budget plan and approved by OK GEAR UP prior to purchasing.
7. The State Director will only approve an exception to these guidelines under very rare circumstances. If an exceptional situation exists, it must be discussed in advance and receive approval by the State Director prior to any expenditures.
8. The final general guideline is that food and drink costs should be kept to an absolute minimum and always included in the general plan developed before the school year begins.

These guidelines may only be amended by the State Director of OK GEAR UP, and any amendment that relates to school site expenditures will be furnished to the purchasing office of the GEAR UP schools in Grant IV.