

## Student Organization Processes for Food

**No reimbursements will be made to students for food purchases. Alcohol is prohibited by UMSON.  
Plan your events accordingly.**

Timeframe	Who	What
~ 3 weeks prior to event	Student Org Leader & Faculty Advisor (if applicable)	<ul style="list-style-type: none"> <li>• Verify funds with Student Org Treasurer that are included on the semester budget</li> <li>• Research menu options using <u>approved vendor list only</u></li> <li>• Obtain quote</li> </ul>
As soon as event date is identified and approved	Student Org Leader, Faculty Advisor, or Treasurer	<ul style="list-style-type: none"> <li>• Student completes the <a href="#">External Meeting Request</a> reserve a space (scroll to the BOTTOM of the page and click on <b>External Meeting Request</b> (<i>you need to click this link, close out and then click again</i>)). Faculty advisor or other staff can submit the Internal Meeting Request form).</li> <li>• Note requirements for trash, tables, AV support etc.</li> </ul>
As soon as event date is identified and approved	Student Org Leader, Faculty Advisor, or Treasurer	<p>Submit the following documents to <a href="mailto:nrsstudentorgbalt@umaryland.edu">nrsstudentorgbalt@umaryland.edu</a> :</p> <ul style="list-style-type: none"> <li>• (Link- Food request form) - with faculty advisor signature</li> <li>• The flyer, program or email invitation for event</li> <li>• Expected attendees (i.e.: BSN, CNL, etc.)</li> <li>• Food Quote/invoice (if not previously sent)</li> </ul>
Once documents received from the student organization	Student Org Liaison	<ul style="list-style-type: none"> <li>• Submits <a href="#">UMSON Meal/Food Approval Form</a></li> <li>• Send approval email to Student Org Leader, Faculty Advisor or Treasurer</li> </ul>
Once food approval received from Administrative Services	Student Org Leader, Faculty Advisor, or Treasurer	<ul style="list-style-type: none"> <li>• Place final order; request invoice be sent to Office Manager <a href="mailto:sherrea.turner@umaryland.edu">sherrea.turner@umaryland.edu</a></li> <li>• If food vendor needs immediate payment, contact Office Manager to place order and make payment (<i>usually depends on vendor</i>)</li> </ul>
When food arrives or when order is placed	Student Org Leader, Faculty Advisor, or Treasurer	<ul style="list-style-type: none"> <li>• Submit copy of order if given to Office Manager (email or drop off hard copy to front desk in Suite 101 in Balt) (<i>not needed if O.M. places order</i>)</li> </ul>

30 minutes before event	Student Org Leader or designated student leader	<ul style="list-style-type: none"><li>• Arrive to receive food; verify order; assist with set up; determine who will remove remaining food items (vendor or organization)</li><li>• Provide list of names of attendees to Office Manager</li></ul>
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Questions? Email [nrsstudentorgbalt@umaryland.edu](mailto:nrsstudentorgbalt@umaryland.edu)