I. Policy

This policy outlines the guidelines for students to obtain carryouts. It allows them to give up one or more meals and use that credit to cover the cost of food-to-go.

II. Purpose

This policy allows board students to take food with them on trips, picnics and other on-the-go activities, limiting the need for them to spend their own money. (It is unrelated to the policy of allowing students with class conflicts to put together their own sack lunches in the cafeteria during weekday lunches.)

III. Scope

This policy applies to all board plan students who want to obtain food for carryouts.

IV. Terms and Definitions

- Carryout food – food credit available to individuals, groups of friends, organizations and departments as long as the participating students have available board meals. Because of the wide variety of board plans in use, some restrictions may apply.
- Carryouts – not available during finals week and other selected times of the year when there are busy weekends or special events. Exceptions will be made if the carryout is part of a campus-sponsored event.
- Carryout requests – if requested carryouts involve more than 25 students, Student Life approval may be needed, especially if the event is being held off campus. Requests for the last meal before break are limited to one sack lunch per person.
- Food cost value – the food cost value of a missed meal varies depending on the time of day. A breakfast meal will always have a lower value than a dinner meal. The rates are reviewed and adjusted once a year. Contact the Dining Services Office, ext. 1030, for current information.

V. Procedures and Guidelines

A. Student carryout forms can be filled out in the Dining Services Office. A list of eligible foods is available to help choose the menu. Orders may also be placed by calling Dining Services, ext. 1030, weekdays, 8:00 a.m.–6:30 p.m., or e-mailing diningservices@luther.edu.

B. To ensure availability of all food items, orders must be placed seven days in advance of the event. A 15-digit Datatel account number is required for purchases that may exceed the food cost credit...
Otherwise, Dining Services can limit the carryout request up to the amount of credit available if a list of participants and their ID numbers are submitted with the food order.

C. Final adjustments to food quantities and numbers of participants must be submitted no less than two weekdays before the scheduled event. The names supplied will be blocked in the cafeteria meal plan system, so the list must be accurate and complete.

D. The carryout can be picked up in the cafeteria kitchen at the time and date requested.

E. Students coming to the cafeteria and finding their meal blocked will be reminded of their carryout. If they insist it was a mistake or they can’t attend the event, they will be allowed to sign for their meal. In some cases the event coordinator will be billed for the extra expense or waste.

VI. Confidentiality and Record

Luther College carryout data is maintained in the Odyssey PCS system and the Luther carryout program. Any questions can be directed to the Dining Services Office, ext. 1030.