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| **Administrative Use Only** | | | |
| **Title** | **Healthy Catering Policy** | **Number** | **Effective Date** |
| **Department** |  |  |  |
| **Approved By** | | | |
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1. **Policy:**

Click here to enter text. seeks to create and role model a healthy food environment for employees as well as visitors. When food is offered during meetings or events that are paid for with Click here to enter text. grants or appropriations, the menu must be consistent with *The Dietary Guidelines for Americans.* Our goal is to serve healthy foods and limit unnecessary intake of sodium, added sugar, and saturated and trans fats.

1. **Procedure:**

A. The employee tasked with ordering or purchasing food for a meeting or event will plan a menu with only healthier options.

1. Offer healthy food choices at breakfasts, lunches, dinners, and receptions.

2. Consider whether meetings should offer food. Instead of offering food during non-meal times, offer a physical activity break.

3. Whenever possible, try to serve locally produced food.

4. Beverage choices must include water. Beverages can also include unsweetened tea, coffee, 100% fruit juice and low-fat milk. A selection of sweeteners (including sugar) may be offered on the side.

5. Do not serve fried foods. Offer foods that have been baked, broiled, sautéed or grilled.

6. If food with dips are offered, serve low-fat dips and dressings on the side.

7. Fruit may be served as dessert. Pastries, cookies, and cake will not be offered.

B. Employees are encouraged to use the following resources:

1. Consult the National Alliance for Nutrition and Activity Healthy Meeting Toolkit: <http://cspinet.org/nutritionpolicy/Healthy-Meeting-Toolkit.pdf>.

2. (If applicable) A Click here to enter text. dietitian will be available to consult for menu planning guidance if necessary. Employees should allow two weeks for menu guidance; dietitians can answer brief questions by phone or email as needed.

C. Sales representatives and vendors who bring food for Click here to enter text. staff trainings should be informed of this policy and required to bring healthy food choices.

D. When food is provided by Click here to enter text. employees for employee functions, healthy food choices are encouraged. It is recommended that the healthier choices be marked for ease of selection.

1. **Forms (if applicable):**

None

1. **Applicability:**

All Click here to enter text. Departments

1. **References (if applicable):**

National Alliance for Nutrition and Activity Healthy Meeting Toolkit: <http://cspinet.org/nutritionpolicy/Healthy-Meeting-Toolkit.pdf>.

1. **Author(s):**