



# OREGON DEPARTMENT OF FISH AND WILDLIFE

## VOLUNTEER PROGRAM

### POLICY AND PROCEDURE

Title: Purchasing Food for Volunteers

VP\_10

Effective Date: 04/17/2017

Approved: 

#### 1) PURPOSE

This policy is intended to provide guidelines to help decision-makers determine the prudence of purchasing non-travel meals and refreshments with State funds. The cost of non-travel meals and refreshments should be reasonable and not excessive.

#### 2) DEFINITIONS

**Meals** - Includes food and beverages provided at breakfast, lunch, or dinner to attendees of agency-sponsored functions.

**Refreshments** - Includes beverages such as coffee, tea, bottled water, juice, soda, and similar liquid refreshments as well as sugar and creamer. Food items such as fruit, pastries, chips, cookies, cakes, candy, etc are also considered refreshments.

**Related Items** – Essential serving products such as paper plates, cups, and plastic utensils may be purchased with State funds, as long as the purpose or event meets the guidelines for purchasing meals or refreshments outlined in this policy.

#### 3) POLICY

It is the policy of the Department that refreshments or meals provided to volunteers should meet the business needs of the agency with an objective of being fiscally responsible, ethical, and practical.

- a) Meals or refreshments should not exceed employee per-diem rates.
- b) In order for a meal to be provided, business must be conducted during the meal period and a benefit to ODFW must be gained by providing the meal as part of the agenda rather than dismissing attendees to obtain a meal.
- c) Providing a meal maintains continuity, promotes safety, or enables resumption of duties.
- d) Consider the cost involved versus the hours of service given by the volunteers and the type of work that was accomplished. For example; a day long training session may include a box lunch for volunteers, however, a two-hour training should only have refreshments.
- e) All food expenses must include documentation such as an agenda along with a list of attendees including the number of state employees versus the number of non-state employees.
- f) Federal dollars can be used to purchase refreshments or meals if volunteers contribute to activities of the grant.

At the discretion of the Department, State funds may be used to provide refreshments or meals for the purposes or events listed below.

- a) Business meetings with industry representatives or the public. This may include events such as task force, advisory board, or commission meetings. (refreshments/meals)
- b) Business meetings involving state employees that are scheduled to last 4 hours or longer and cafeteria services are not reasonably available. (refreshments/meals)
- c) Business meetings or training events when the majority of personnel attending are called in from field office locations outside the city where the meeting or training is taking place. (refreshments)
- d) Training events held for the purpose of instruction or dissemination of information to state employees and/or the general public. (refreshments)
- e) Volunteer recognition programs. (refreshments)
- f) As a gesture of appreciation to volunteers during or after work is performed. (refreshments)

#### Reference

DAS [Oregon Accounting Manual](#)