



## Administrative Procedure 3025

### *Catering by CPRSS Food Services*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [15](#)

**Administrative Procedures Cross Reference:**  
[CPRSS Shop Projects](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** November 1974

**Amended:** December 2017

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The Brandon School Division authorizes the catering out of normal school hours by the Culinary Arts Program of Crocus Plains Regional Secondary School (CPRSS) under the following conditions:

- The decision to agree to provide catering services at any time shall be at the discretion of the Culinary Arts instructors and must meet Manitoba Education's curricular outcomes or as approved with the school administrators.
- Requests for catering shall be entertained only when the request is made by a group or organization which operates only as a non-profit or charitable association, or is an organization originating and functioning for the purpose of supporting a school or a school-related activity; no regular commitments shall be accepted.
- All agreements between the Culinary Arts instructors and an eligible organization shall be made in writing prior to the date of the event, on a form provided by CPRSS. The contract shall clearly state the total cost for the services on a "per plate" basis and shall bind the organization to payment for a guaranteed number of people as indicated. A deposit equal to the total estimated cost may be required one week prior to the event, but if not required, the service shall be provided on a COD basis.
- As with other outside work projects undertaken by programs at CPRSS, the conditions of acceptance of such projects shall meet the requirements of Administrative Procedure – [CPRSS Shop Projects](#) and any conditions subsequently approved by the Division.

- Students shall participate in the provision of such services on a voluntary basis, except that the school authorities may require participation in a limited number of such activities as a requirement for successful completion of the Culinary Arts Program.