

CULINARY COMPETITIONS PROCEDURES & GUIDELINES

Definition

Culinary competitions: co-curricular experiences where Culinary students travel nationally or internationally to showcase their skills and compete against other Culinary students.

Representing Office and/or Department

Secchia Institute for Culinary Education

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Employee Procedures & Guidelines

- A. The Culinary Competition Trip Coordinator must complete the Employee Leave of Absence Form as soon as possible in advance of the anticipated absence and in accordance to the 11.4 Employee Travel policy.
 1. In the "Purpose of Leave" section of the form, please include:
 - a. the course(s) and section number(s)
 - b. travel date(s),
 - c. field trip location(s) and a description of the vetting process,
 - d. number of students participating,
 - e. student and employee costs as well as a general ledger account number to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
 - f. a description of how the experience will meet course outcomes,
- B. The Trip Coordinator must submit the GRCC Off Campus Student Travel Form to Campus Police no less than two days prior to departure. This form, along with the following information, is required to be submitted:
 1. an itinerary
 2. list of field trip participants
 3. emergency contact form for each student
- B. If the Trip Coordinator needs to request a College (rented) vehicle, all drivers (faculty and staff only, no student drivers) must complete the Michigan Department of State Record Lookup Request for Government Agencies form and submit to Campus Police at least 30 days prior to travel
 1. The Trip Coordinator should contact the Fieldhouse Director as early as possible to arrange a rental vehicle, as well as any other procedural requirements.
- C. Prior to departure, students must be provided information (written and verbal) on travel date(s), location, costs and a description of how the trip will meet course outcomes, as well as any expectations around behavior and consequences for not meeting expectations.
- D. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- E. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

- F. Any costs associated with the trip must be paid-in-full prior to departure when appropriate (i.e. lodging or transportation).
- G. Upon return, the trip coordinator will work with the Program Director to reconcile costs and any employee reimbursement in accordance to the 11.1 Employee Reimbursement Policy.

Student Procedures & Guidelines

- A. Students must try out and be accepted to participate in the Culinary Competition.
- B. Participants must:
 - 1. be a current student,
 - 2. be enrolled in at least (6) credits during the semester of the competition trip.
- C. Upon acceptance, students must complete and submit the following forms to the Culinary Competition Trip Coordinator prior to departure:
 - 1. Assumption for Risk and Release
 - 2. Emergency Contact Information
 - 3. Health Information Form
 - 4. Health Insurance Coverage Certification Form
 - 5. Copy of Passport (International Experience only)
 - 6. Student Travel Expectations and Behavior Agreement
- D. Make all payments associated to the cost of the trip on time.
- E. Make arrangements with instructors as a result of any required absence.
- F. Students are expected to adhere to the Student Code of Conduct at all times.