**Central Alabama Chrysalis Community**

**Refreshments Manual**

**GENERAL INFORMATION**

The following is information compiled from the Upper Room Handbook and past Central Alabama Chrysalis flights. Chrysalis depends on a team of ordinary Christians working together in the spirit of Christ according to the directions of an objective manual for a proven model. The most important guideline for persons serving in any support role is that they serve humbly, selflessly, and invisibly, insofar as that is possible. These roles are exercises in anonymous servant hood. While they bring great personal satisfaction and are among the favorite avenues of service, they are not occasions for outward recognition by the team or caterpillars. The reward for these acts of service is experienced in the giving, and the reward is great.

There are specific food and decoration guidelines which should be followed. All food handling requirements used by meal preparation team apply to refreshments team as well. This includes use of hair nets, beard nets, hats for men as well as required hand washing techniques. Any questions about the health requirements should be directed to the kitchen manager.

There are specific food and decoration guidelines which should be followed. Refreshments get a little more elaborate each day, in line with the designed flow of the weekend to unfold before the caterpillars. When table and paper goods are white then the serving dishes should be white or clear. When the tables progress with color so should the serving dishes. The general idea is for the committee to prepare and put out the refreshments and let the caterpillars serve themselves. Many interactions between the caterpillars and members of the conference room team take place during refreshment breaks, and those on the refreshment committee should not intrude on this interaction. The refreshment committee is not the host/hostess, but merely to set up and serve when snacks are to be replenished. It is important to remain unobserved in the background.

**BEFORE THE FLIGHT BEGINS**

It is important to attend the first team meeting for the flight. It is at this time when signups will be done for donations for the flight. The chairperson is to see that there are enough snacks donated from members of the community to last the entire flight. At both team meetings a signup sheet should be passed around for team members to bring snacks, drinks, or monetary donations. An announcement can be made at these meetings detailing how individuals, reunion groups, or clusters can make donations prior to the flight beginning or throughout the course of the weekend. A contact person should be determined to collect donations from those unable to come to the flight location. If, after the last team meeting, enough donations have not been collected to cover the needs for the entire weekend the Emmaus cluster Lay Directors can be emailed asking members of the community to help with the refreshment list or donations of money. Please attach the list of foods/drinks needed to your email. The list of clusters and email addresses are on the Emmaus web-site, [www.caew.org](http://www.caew.org). Checks should be made payable to CAC. **Those signing up should be reminded by phone or email to get donated items to camp either Wednesday night or Thursday morning (Thursday night for Thursday-Sunday flights)** if items aren’t donated then you will need to purchase them. Purchased food items are considered agape and are NOT REIMBURSEABLE.

Coffee, plain cups, white napkins and plates are shared with meal service supplies. Also, the required cups with lids and straws are ordered by kitchen manager. Refreshment chair must purchase colored table cloths for use when needed. Colored napkins and plates should come from existing inventory or be purchased by the committee. 2 liter drinks and leftover unopened snacks from training meetings should be taken to camp by either the weekend lay director or refreshment chair. Please coordinate this with the LD. If you don’t get enough drinks (need at least 60) from the LD then you will need to purchase additional drinks. The chairperson is responsible for enlisting workers for each refreshment break. It is preferable that at least one of the refreshment committee stay at the camp during the entire weekend. Someone should be in the kitchen by 3pm of the first day to check in refreshments, unpack, and set up the supplies. Two people will be needed for the first evening, and 3-4 workers for the other times. Check with the LD for any names he or she might have that want to help.

**DURING THE FLIGHT**

At the beginning of the flight, please make sure that logistics has set up tables (2 long tables- one for food, one for drinks) outside of the conference room. The drink table can go against the outside wall right of the front entrance. At Camp Alamisco, the refreshments must be transported from the kitchen up the hill to the area outside in front of the conference room. If there is inclement weather, chairperson should check with LD for his/her preference for an indoor area. In addition to preparing food and drink for each refreshment break, it is the committee’s responsibility to prepare coffee pots, drinks, ice, cups, napkins etc. for morning coffee in the foyer. Also need one large table and one small table in foyer of conference room for morning coffee setup. This can be set up in the evening (best time is during dinner while caterpillars are downstairs) and covered with a tablecloth. Coffee pots will be plugged in the morning by the ALDs. PLEASE VERIFY WITH ALD! **(May consider asking ATL or TL as they are right there and needs to be done by 5am**) It is also important to leave **some crackers as a** light snack for any one with special dietary needs (diabetics) in case a need arises during the night.

If the community brings water for the conference room, please have available for the ALD’s to put in the foyer or Refreshment chair take to the foyer each day.

**Morning Coffee Setup**

* Regular coffee (set up on main table with drinks) (one small bag of coffee makes 10 cups)
* Decaf coffee (set up on opposite side of foyer)
* Small pot of hot water (set up on opposite side of foyer, If requested)
* Tea bags, cocoa, apple cider mix (only if requested-place hot water pot in Media room. Ask an ALD to move to Decaf table when heated.)
* Soft Drinks
* Sugar, sweeteners, creamers, stirrers
* Cups and Lids (coffee size cups **ONLY**)
* Ice in ice chest
* Light snack option for diabetics (crackers, etc.)

***It is also refreshments responsibility to clean up the foyer in the morning after the caterpillars go to chapel or during breakfast.***

**EQUIPMENT AND SUPPLIES**

The space for storing food/supplies, as well as preparation space is extremely limited at Camp Alamisco. The meal preparation committee and refreshment committee share the kitchen area. For this to work, all must do their part to be flexible, understanding and considerate. The refreshment committee normally uses the back part of the kitchen closest to the door. Only the people actually preparing the food should be in the kitchen. Please keep the back door closed. Many of the supplies may remain in storage boxes when not being used. All the storage boxes should remain in an orderly manner in the covered area outside the kitchen door. All utensils, trays, pitchers, should be washed and put away as soon as possible. Any food for refreshments that is stored in the cooler or freezer should be kept in one area. If needed, please NICELY remind other back ground workers that refreshments are primarily for the caterpillars. Background team is welcome to any refreshment leftovers that cannot be saved until the next flight.

**INSTRUCTIONS FOR THE END OF FLIGHT**

All equipment and supplies should be labeled and stored at the conclusion of the Flight. All tablecloths should be laundered before packing away. There is a washer and dryer off the kitchen. If preferred, Chairperson may bring table linens from home to use as to not have to launder at the camp, as long as they are the color linens required by the handbook. **An inventory of all equipment, supplies, non- perishable food should be completed before packing up on the last day. There is an inventory form at the end of this document. This information should be forwarded to the CAC board rep for refreshments by email as soon as possible.** Any unopened and non-perishable food should be packed away for the next upcoming flight. All leftover food can be offered to the Conference Room Team. **Also, please include the list of back ground workers helping in refreshments for the weekend. Send this list to the Board Rep.**

**REFRESHMENT SCHEDULE AND SUGGESTED MENU**

Please review to determine needed food items and their quantity. This will make asking for donations easier and ensure inventory prior to the flight. This menu is only a guide; if additional foods are requested by the LD or donated by the community please determine where they should be added, while keeping in mind the progressive flow of the weekend.

**WEDNESDAY (Thursday for a Thurs-Sunday flight)**

**9:30 Small Evening Break**- begin preparing at 8 pm; this is a 15 minute break outside the conference room. Please note, depending on the number of caterpillars and the flow of the evening, this break might happen sooner or last for longer than 15 minutes; ask that a Youth ALD or CR Logistics keep you updated on times.

• Plain table, no cloth

• White napkins

• Small white plates

• Cups, lids, and straws

• 4 full 2-liter soft drinks

• 2 pitchers of ice water or bottled water

• Trail mix

• Crackers, Cheez-its, Chex Mix, etc.

• Store bought cookies

**THURSDAY (Friday for a Thurs-Sunday flight)**

**1:50 First Refreshment Break**- begin preparing at 12:45; this is a 10 minute break.

▪ Plain table, no cloth

▪ White napkins

▪ Small white plates

▪ Cups, lids, and straws

▪ 6 full 2-liter soft drinks

▪ 2 pitchers of ice water or bottled water

▪ Store bought cookies

▪ Fruit (cut fruit should be dipped in pineapple juice to prevent browning)

▪ Check ice needs

**3:15 Long Afternoon Break**- begin preparing at the conclusion of the first break; this is a 2 hour break and refreshments should be available at all times.

▪ Plain table, no cloth

▪ White napkins

▪ White plates

▪ Cups, lids, and straws

▪ 4 soft drinks added and bottled water

▪ Lemonade in pitchers

▪ Assorted apple slices (dipped in pineapple juice)

▪ Assorted vegetable platter

▪ Store bought cookies

▪ Potato chips with dip

▪ Check ice needs

**7:30 Third Refreshment Break**- begin preparing at 6:15; this is a 20 minute break.

▪ White tablecloth

▪ White napkins

▪ White plates

▪ Cups, lids, and straws

▪ Homemade cookies

▪ Assorted vegetable platter with dip

▪ Cheese cubes and crackers

▪ 6 soft drinks and bottled water

▪ Check ice needs

**FRIDAY (Saturday for a Thurs-Sunday flight)**

**10:05 First Refreshment Break**- begin preparing at 8:50; this is a 15 minute break.

▪ Colored plastic table cloth, simple decorations

▪ Small colored plates and napkins

▪ Cups, lids, and straws

▪ Fruit tray with dip

▪ Homemade cookies

▪ Tortilla Chips & Salsa

▪ Soft drinks and bottled water

▪ Pitcher Lemonade

▪ Check ice needs

**3:15 Long Afternoon Break**- begin preparing at 2:00; this is a 90 minute break and refreshments should be available at all times.

▪ Colored tablecloth, simple decorations

▪ Mixed colored napkins and small plates

▪ Cups, lids, and straws

▪ Homemade cookies or brownies

▪ Veggie tray with dip (same as previous night)

▪ Cheese ball and crackers

▪ Trail mix, Chex Mix or mixed nuts

▪ Candy (M&M’s or something similar)

▪ Soft drinks, lemonade, water

▪ Check ice needs

**7:00 Evening Break**- begin preparing at 5:45; this is a 10 minute break. Due to scheduling with candlelight, adjustments may have to be made for the location of this break. Refreshments may need to be taken to the conference room.

▪ Colored tablecloth, simple decorations

▪ Mixed colored napkins, small plates, cups

▪ Cups, lids, and straws

▪ Homemade cookies or brownies

▪ Cheese ball and crackers

▪ Trail mix, Chex Mix or mixed nuts

▪ Candy (M&M’s or something similar)

▪ Soft drinks and water

▪ Check ice needs

**SATURDAY (Sunday for a Thurs-Sunday flight)**

**9:25 First Refreshment Break**- begin preparing at 8:10; this is a 10 minute break.

▪ Colored plastic table cloth, decorations

▪ Colored napkins and small colored plates

▪ Cups, lids, and straws

▪ Fruit tray with dip

▪ Homemade cookies

▪ Chips, crackers, or pretzels

▪ Soft drinks and bottled water

▪ Pitcher Lemonade

▪ Check ice needs

**10:45 Second Refreshment Break**- begin preparing at the conclusion of the first morning break; this is a 15 minute break.

▪ Colored plastic table cloth, decorations

▪ Colored napkins and small colored plates

▪ Cups, lids, and straws

▪ Fruit tray with dip

▪ Homemade cookies

▪ Chips, crackers or pretzels

▪ Any leftover perishables can be set out at this break (dips, fruits, vegetables, etc.)

 ▪ Soft drinks and bottled water

**3:10 Third/Last Refreshment Break**- this is a 30 minute break where caterpillars receive their letters to read. These refreshments will need to be bagged and delivered to the conference room. Bag individual items based upon supply to correspond to the number of participants (i.e.: make 25 small baggies of nuts, 25 small baggies of Cheez-its, etc.). Begin packing all refreshment items for Logistics to take to storage. Be sure containers are washed and dried thoroughly to avoid mold and mildew. Compile written inventory of food and drink to give to Refreshment Board Rep along with list of everyone who worked refreshments. Please make sure all items that cannot be saved for the next flight are not wasted. Give to background workers. Pack up items that can be saved for the next flight and check with the Refreshment Board Rep to see where you need to store them. Fly with Christ and THANK YOU for your service!!!

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| **Refreshment Inventory – Food Items** |   | **To be completed at end of walk** |
|  |  | **On Hand After Walk** |
|  12 doz homemade cookies  |  |  |
| *3 doz Sugar Free Homemade Cookies If needed*  |  |  |
|  *3 doz Gluten Free Homemade Cookies if needed* |  |  |
| 18 doz Store bought cookies-Oreos, Choc Chip, Oatmeal, etc. |  |  |
| *3 doz Sugar Free Store Bought Cookies If needed*  |  |  |
| *3 doz.Gluten Free Store Bought Cookies if needed*  |  |  |
| Baby Carrots. 1lb |  |  |
| Bananas- 4 lbs. |  |  |
| Bell peppers 2 red, 2 green |  |  |
| Broccoli- 2 heads  |  |  |
| Brownies-2 large pans |  |  |
| Candy like M&M’s |  |  |
| Caramel dip-1 cups |  |  |
| Cauliflower- 2 medium heads  |  |  |
| Celery- 3 heads |  |  |
| Cheddar cheese cubes 1 lbs. |  |  |
| Cheese Ball (Large) |  |  |
| Cheez-its |  |  |
| Chex Mix |  |  |
| Chunk pineapple- 2 large cans |  |  |
| Crackers- 3 16/18 oz. boxes variety for use with cheeses –Ritz, Club, Wheat Thins, etc., not saltine crackers |  |  |
| Fruit Dip 1 cup |  |  |
| Green apples- 12 |  |  |
| Green Grapes- 4 lbs. |  |  |
| Mixed Nuts |  |  |
| Onion Dip 1 cup  |  |  |
| Oranges, Halos or tangerines- 16 |  |  |
| Pepper Jack cheese cubes 1 lbs. |  |  |
| Pimento Cheese (for celery) - Optional |  |  |
| Pineapple Juice- 2 large cans |  |  |
| Potato Chips- 2 large bag dip style |  |  |
| Pretzels medium bag  |  |  |
| Prunes 2 bags (pre-wrapped) |  |  |
| Red apples- 12 |  |  |
| Red Grapes- 4 lbs. |  |  |
| Strawberries- 2 quart fresh |  |  |
| Trail Mix |  |  |
| Vegetable dip-1 cup |  |  |
| 8 cases bottled water (perhaps more if hot weather) |  |  |
|  |  |  |
| **Refreshment Inventory – these items are usually purchased by Chair of Refreshments if needed**  |  |  |
| Snack Baggies |  |  |
| Medium Baggies |  |  |
| Large Baggies |  |  |
| Toothpicks |  |  |
| Plastic Wrap |  |  |
| Aluminum Foil |  |  |
| Colored Small Plates  |  |  |
| Colored Napkins  |  |  |
| Colored Plastic Table Cloths |  |  |
| Packing tape |  |  |
| 1 doz Apple cider packets |  |  |
| Box of individual tea bags  |  |  |
| Box of individual packets of Cocoa |  |  |
| Lemonade Mix regular and pink  |  |  |
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