Steps for Use of Dining Commons Meal Tickets — Student Initiated Outreach Program

The primary mission of Housing & Residential Dining Services is to provide meals for the residents of the UCSB Residence Halls and other UCSB students with meal plans. Special groups are permitted to dine in select facilities provided that they meet the following criteria:

- groups must be comprised of low-income, underrepresented, first generation college students and/or other historically underserved populations
- participants must be at least high school sophomores and accompanied by chaperones
- groups must be 60 total people or less (<50 strongly preferred)
- meal tickets must be stamped with the date of use and the facility where they should be used
- groups can use meal tickets in the dining commons during the academic year only (beginning in January through the end of May)*, excluding final exam weeks

*summer requests go through Derrick Duong (ext.8528)

When organizing a dining commons experience the following steps should be taken:

1. Contact Nicole (see contact info below) to check the availability of desired date at least one week prior to event (two weeks strongly preferred).

2. After date is secured, Nicole will email Derrick (see contact info below) to inform him that the group does not conflict with another group and has been added to the calendar. She will copy the group contact on the email to confirm the date, meal time, and total number of diners. SIOP grant recipients should arrange for payment with Derrick in Dining Services prior to date of meal and confirm where tickets can be picked-up on or before date of meal.

3. Each month, Nicole will email Dining Services staff with calendar of scheduled groups and send weekly updates as necessary.

4. It is the responsibility of the sponsoring organization to make sure that all groups understand the guidelines and expectations while dining at the various units.

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Campus Visit Coordinator
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Derrick Duong
Housing & Residential Dining Services
Purchasing Assistant
(805) 893-8528
dduong@housing.ucsb.edu

The Dining Services staff prefers use of the facilities in the following order whenever possible:

1. Carrillo Dining Common
   Available Hours: (B) 8:00-10:00am; (L) 12:45-2pm; (D) 5:00-7:00pm

2. De La Guerra Dining Common
   Available Hours: (L) 12:45-2pm; (D) 5:00-7:00pm

3. Ortega Dining Common
   Available Hours: (B) 8:00-10:00am; (L) 12:45-2pm; (D) 5:00-7:00pm

Portola Dining Common – available as needed
   Available Hours: (B) 8:00-10:00am; (L) 12:45-2pm; (D) 5:00-7:00pm