

WEEK LONG FOOD COUNT SHEET

*Turn in at check in



Week: _____ Campsite: _____ Unit # _____ Camp: _____

	SAT			SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SAT	
	D	B	L	D	B	L	D	B	L	D	B	L	D	B	L	D	B	L	D	B	L	D	B
Youth																							
Adult																							
Total																							

Fees Breakdown

of Youth _____ (5-8 Days) # of Adults _____ (5-8 Days) _____ Guest Meals @ \$5 a person
 _____ (4 Days) _____ (4 Days)
 _____ (3 Days) _____ (3 Days)
 _____ (2 Days) _____ (2 Days)
 _____ (1 Days) _____ (1 Days)

Total _____ **Youth** **Total** _____ **Adults**

Allergies/Additional Notes: _____

*Please note and describe the type and quantity of any food allergies that our kitchen should be aware of. Please make sure these meal counts are reflected in the chart above.

Unit Leader Name: _____ **Signature:** _____

I confirm that the above numbers are correct and understand that our unit's camp youth and adult fees are based on these numbers.

White Copy goes to Central Services

Yellow Copy goes to the Sub-Camp

Pink Copy goes to the Unit

WEEK LONG FOOD COUNT SHEET

*Turn in at check in

Instructions and Notes

<p>Filling out this form.</p>	<p>Complete your unit and campsite information and list out the # of youth and adult you expect during each meal. Total the quantities below in the "Total" line. Then, complete the break down of youth and adult on the lines below. Note how many youth you have staying for the entire week (5-8 days), for 4 days, 3 days, 2 days or, 1 day. Do the same for the adults.</p>
<p>When and where do I turn this in?</p>	<p>All Units are expected to have this filled out and completed upon arrival. Turn in at the Welcome Center during checkin.</p>
<p>What if I cook my own food?</p>	<p>If you are a limited service unit and are providing your own food service please complete the unit information on top and note "Limited" in the allergies section. You still need to complete the Fees Breakdown portion on this form.</p>
<p>What food allergies does camp accommodate?</p>	<p>We provide a standard vegetarian, gluten free, and dairy free menu. We can accommodate most religious preferences. Please call ahead or email foodservice@camptomahawk.org if you have any special needs not mentioned here. We want to work with you to ensure all needs are met.</p>
<p>How do I list out people with allergies?</p>	<p>In the area labeled "Allergies/Additional Notes" list the type of food allergy and number of people in your unit that have that. If they have two allergies please note that. Note the severity of the allergy and what happens if exposed. Please call camp or email foodservice@camptomahawk.org with any special requests.</p>
<p>How do I change my food count after it is submitted?</p>	<p>If you need to change your food count during the week for whatever reason contact your commissioner to notify them of the switch. You may also call Central Services directly to request a change. (715) 354-3841. Please make your food count changes 24 hours in advance.</p>
<p>What if I have Leaders coming and going throughout the week?</p>	<p>Many units have leaders that can only stay for a few days at a time while other stay for the whole week. On the week long food count sheet there is a place (Fees Breakdown) to list out leaders only attending for 1,2,3,4, or 5-8 days. We prorate Adult rates. If an adult is there for an evening that counts as one day.</p>
<p>How do I handle guests and guest meals?</p>	<p>Guests are welcome to join you for a meal. List the number of guest meals you expect in the space provided and be make sure they are reflected in the counts above. It is \$5 per guest meal.</p>

White Copy goes to Central Services

Yellow Copy goes to the Sub-Camp

Pink Copy goes to the Unit