

UMB FREE – How It Works

Before the Event

To RECEIVE ALERTS

Members of the UMB community opt in by agreeing to the food liability release & adding their email to the [mailing list](#).

SEND ALERTS

Event planners must review the [training document](#), which includes food safety guidelines.

Day of Event

1. SEND THE ALERT

Event planners send out an alert by filling out a UMB FREE food form, noting:

- Contact Information
- Event title & location
- End time for pick-up window
 - 20 minute minimum (ensure timeframe complies with food safety guidelines)
- Caterer
- Leftover food type & amount
- Leftover beverage type & amount
- Available dietary accommodations

2. LISTSERV MEMBERS RECEIVE THE ALERT

All members of the UMB community on the listserv receive a copy of the form upon submission via email

3. FOOD PICK-UP

UMB community members come to the event location and take available food within the pick-up window time frame; event planner or designated person monitors food pick-up.

Disclaimers: It is up to the event planners' discretion whether to use UMB FREE and when to send out the alert (before or after the end of the event). It is up to the UMB community members' discretion whether to opt into alerts and whether to claim any available leftover food (first come, first serve).