

**OLIVE VIEW-UCLA MEDICAL CENTER  
VOLUNTEER SERVICE DEPARTMENT  
POLICY & PROCEDURE**

**NUMBER: 5876  
VERSION: 1**

**SUBJECT/TITLE: VOLUNTEER MEAL TICKETS**

<b>POLICY:</b>	Olive View-UCLA Medical Center provides meal tickets to eligible volunteers in accordance with Los Angeles County hospital policy.
<b>PURPOSE:</b>	To ensure that all eligible volunteers adhere to the meal ticket guidelines.
<b>DEPARTMENTS:</b>	<b>DEPARTMENT VOLUNTEER SERVICES</b>
<b>DEFINITIONS:</b>	Ordinance Meals: Meals fully subsidized by Los Angeles County. <b>Special Function Meals:</b> Food/meals for special functions provided by the hospital (i.e., committee meetings, hospital accreditation surveys, special VIP guest of the hospital, volunteer and employee recognition programs.
<b>PROCEDURE:</b>	<p>A meal ticket is provided to active adult and junior volunteers.</p> <ul style="list-style-type: none"> <li>• Volunteers must complete a minimum of four hours of service per day before signing out meal ticket.</li> <li>• Meal tickets must be issued out by way of a sign-out log.</li> <li>• Meal ticket has a redeemable value of \$5.47</li> <li>• This policy excludes medical students and field placements.</li> <li>• Volunteers must sign out their own meal ticket and can't sign out ticket for someone else.</li> <li>• Must wear Olive View I.D. when using meal ticket.</li> <li>• Must use full value of meal ticket.</li> </ul>

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References:	
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