



ALMA COLLEGE

ALLERGEN & SPECIAL DIETARY NEEDS GUIDE

Camps & Conferences | 2026 | Alma College Dining Services

IMPORTANT — For External Camp & Conference Organizers

This document must be distributed to all registrants during the registration process. It explains how Dining Services manages allergens and special dietary needs, and outlines the responsibilities of organizers, parents/guardians, and participants.

1. Documentation Requirements

- All camp participants — including campers, staff, instructors, chaperones, and volunteers — with dietary requirements (including food allergens) must request accommodations via the allergen questionnaire included in the Alma College camp enrollment and registration process.

Only Alma College-Supplied Registration Forms Will Be Accepted

The allergen questionnaire is provided directly by Alma College through the official camp sign-up and registration process. Spreadsheets, group lists, or verbal notifications submitted outside of this process will not be accepted or processed by Dining Services.

- All forms must be submitted at least 14 calendar days prior to arrival.
- Late submissions (less than 7 days before arrival) cannot be guaranteed processing.

| Resource | Link / Contact |
|-----------------------------------|--|
| Nutritional Menus & Allergen Info | nutritics.com/menu/ma4068 |
| Dining Services Office | 989-463-7504 |

2. Severe Allergen Consultation

The Alma College Dining Services General Manager is available to meet with parents or guardians of participants with severe allergens.

Parent/Guardian Action Required

It is the responsibility of the parent or guardian to initiate this meeting. Please contact Dining Services directly to schedule a consultation.

| Contact | Details |
|---------------------------------|-----------------------------|
| Dining Services General Manager | Micah Braman — 989-463-7313 |
| Campus Dining Office | 989-463-7504 |

3. Responsibility Assignments

Camp/Conference Organizers Are Responsible For:

- The forms will be provided to the camps/conference lead via a link for registration.
- The gathering of all food accommodations (via the registration link)
- Knowing which participants have severe allergies.
- **Ensuring camp staff are trained in emergency response, including Epi-Pen administration.**

Parents/Guardians Are Responsible For:

- Completing and signing the allergen/dietary form accurately.
- **Initiating contact with Dining Services if they have questions or wish to schedule a consultation.**
- Providing emergency medications (Epi-Pen, Benadryl, etc.) to the participant.

Dining Services Is Responsible For:

- Reviewing submitted forms and planning meal accommodations accordingly.
- Providing allergen information upon request.
- Being available to answer questions from those who contact us.

Dining Services Is NOT Responsible For:

Scope Limitations — Please Read Carefully

Initiating phone calls or emails to parents or guardians.

Medical emergency response or administration of medications, including Epi-Pens.

Guaranteeing an allergen-free environment (cross-contact risk exists in all shared kitchens).

Chasing down incomplete or late documentation.

4. Health, Safety & Emergency Protocol

- All meals are prepared following state and local health department regulations.
- Alma College Dining Services operates in a shared kitchen environment where allergens are present. While we take every precaution to prevent cross-contact, we cannot guarantee any food item is completely free of allergens.

Allergic Reaction & Medical Emergency Protocol

- Dining Services staff are food service professionals, not medical personnel.
- In the event of an allergic reaction, dining staff will immediately alert camp staff/counselors and call 911 if symptoms are severe.
- **Administration of Epi-Pens or other medications is the sole responsibility of the participant, camp medical staff, or emergency responders — not Dining Services staff.**
- Participants with severe allergies must have their auto-injectors on their person at all times.
- Camp organizers are responsible for ensuring their staff know which participants have severe allergies and are prepared to assist in emergencies.