

BAG LUNCH ORDER FORM School year 2017-18

To insure SASD does not discriminate against the socially economically disadvantaged students, offer lunches to all students. Per DPI lunches need to be offered all school days.

Date of Request: _____ School: _____

Person(s) Making Request: _____
(full name required, our office will email confirmation when we receive)

Needed (day and date) _____

Kind of Sandwich*	# of Students	# of Adults	Total
_____	_____	_____	_____
_____	_____	_____	_____
Total all bag lunches.....			_____

IMPORTANT INFORMATION ABOUT BAG LUNCH ORDERS

1. Sandwiches on wheat bread are available: turkey & cheese, turkey ham & cheese, veggie and cheese (cheese can be excluded if requested). Lunches also include: piece of fruit, fresh veggies, milk. **Veggie is cheese, lettuce, tomato, onion & green pepper.
2. We must provide milk for these meals to meet government requirements and should be taken from your school. You will need to provide some type of insulated container for the milk if you are taking it out of the building.
3. Bag lunch orders must be received at least 7 days in advance of date needed. For large orders (more than 50) we need information at least 10 days in advance.
4. Lunch cards must be used to pay for bag lunches –
 - Point of Service (POS) teacher will need to accurately verify that a reimbursable meal was served to the eligible child. Collect cards or check names off of roster.
 - **Give copy of order form w/lunch cards or list of names/roster to server day before scheduled trip.** She will expect to receive the same amount of student and staff cards as there are bag lunches ordered. Explain discrepancies if needed (absences, no show, etc.)
 - Give copy or original bag lunch order form to secretary at your school office.
 - Fax form to number listed below.
 - Call or email Tracy Barts or Dawn Schutte with questions. tbarts@sasd.net or call 803-7904.

PICK UP & DELIVERY OPTIONS ON BACK



FAX BOTH SIDES TO 459-3294 ATTN: TRACY

VERY IMPORTANT – READ CAREFULLY

PICK UP DETAILS

(required to be completed by person placing order)

Central Kitchen will make lunches for the following schools:

Cleveland, Cooper, Grant, Jefferson, Lincoln, LCA, SLA, PigRvr, ESAA, Tower & GW.

I will PICK UP at Central, 830 Virginia Avenue at (Time) * _____

SSE at South High will make lunches for the following schools: Jackson, Longfellow, Madison, Sheridan, ELC & Wilson.

I will PICK UP at South, 1240 Washington Ave. at (Time) * _____

North, South, Farnsworth, Horace Mann, Urban, and Cleveland. Your school cooks will make bag lunches onsite. Give order form directly to them at least 7 days in advance to insure we have product onsite. I will PICK UP from my school kitchen at (Time) _____

(*7:30 a.m. or later – call Tracy at 803-7904 if time does not work with scheduled day, times could be flexible)

DELIVERY DETAILS

(required to be completed by person placing order)

Lunchrun delivery to school will be delivered to your school prior to 10:00 a.m. Please send to Attn: _____

If you need it before 10:00 a.m. please use option above for pick-up.

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