

NEW BAG LUNCH ORDER FORM School year 2019-2020 (Revised 11/1)

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

Needed (day and date) _____ **(ONE order per sheet)**

Kind of Sandwich*	# of Students	# of Adults	Total
Turkey & Cheese	_____	_____	_____
Turkey	_____	_____	_____
Cheese (4 slices)	_____	_____	_____
		Total all bag lunches.....	_____

IMPORTANT INFORMATION ABOUT BAG LUNCH ORDERS

1. Lunches will be made with whole grain buns; **THREE** choices available are turkey & cheese **or** turkey **or** cheese (4 slices are required). Lunches also include: piece of fruit, veggies, graham crackers & milk.
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 ablasczyk@sasd.net or call 459-3197.

PICK UP & DELIVERY OPTIONS ON BACK

FAX BOTH SIDES TO 459-3294

Office Use Only:

Cook, Person Placing Request, Site Ordered From & School Office Staff notified that order was received on (date) _____

Site Ordered From responded that order was received on (date) _____

VERY IMPORTANT – READ CAREFULLY

PICK UP DETAILS

(required to be completed by person placing order)

NSE at North High will make lunches for the following schools:

Cooper, Grant, Jefferson, Lincoln, LCA, SLA, Pigeon River, Etude Elem.

I will PICK UP at North, 1042 School Avenue at (Time) * _____

Door 19 - go to the west side of the building which is the driveway next to the football field. Look for the steel door #19. There is a doorbell located on the outside of the doors, please ring bell for service.

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, Door 23A at (Time) * _____

Door 23A - go to the west side of the building which is the extra large parking lot by the commons. Drive North towards the main office, before you get to the main office take a right down the very short alleyway. Three doors down will be a steel door #23A. There is a doorbell located on the outside of the doors, please ring bell for service.

North, South, Farnsworth, Horace Mann, Urban, Cleveland, GW, Central & Etude HS/MS. 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) _____

(*7:15 a.m. or later – call our office at 459-3197 if time does not work with scheduled day, times could be flexible)

DELIVERY DETAILS

(required to be completed by person placing order)

A regular delivery for supplies and food to your school arrives sometime prior to 10:00 a.m. (pending delivery loads; times cannot be guaranteed) Please send lunches with supplies – food to Attn: _____

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

FAX BOTH SIDES TO 459-3294