

# REDMOND SCHOOL DISTRICT NUTRITION SERVICES



## Sack Lunch Order Form

Today's Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Event/Trip: \_\_\_\_\_ Delivery to School Site Date: \_\_\_\_\_ Pick-up time am/pm: \_\_\_\_\_

Number of Sack Lunches: \_\_\_\_\_

Students: \_\_\_\_\_

To be billed to students' accounts

OR

School agrees to pay for all student meals

### Current lunch pricing and student meal benefits apply

YES, Please include milk for the sack lunches.

YES, Please include sacks for the sack lunches.

YES, Please include coolers for the sack lunches.

**Special Diet**

### SACK LUNCH MENU INCLUDES:

Deli Sandwich

1 Fruit: fruit / juice

1 Vegetable

Mayonnaise packets

1 Milk included upon request: yes / no

(Nutrition Services will provide refrigeration)

**Additional food items may be purchased - Call the Nutrition Office: 541-923-8238 for pricing and availability.**

Item

Cost

### Teacher Instructions:

1. Contact Site Lead to request Sack Lunch Order at least **TWO WEEKS** prior to date needed.
2. Fill out Sack Lunch Order Form, turn in and confirm order with Site Lead.
3. Cancellation, no charge up to 2 days prior to event. Prepared sack lunches will be charged.
4. Include money for Adult Meals and extra meals (pay site NS staff).
5. Turn in Class Roster with names checked off *after* the field trip. Ensure ALL students take the sack lunch as ordered. Unwanted items may be shared.

### NS Staff Instructions:

#### Prior to event:

1. Include sandwiches in weekly order.
2. Prepare coolers, boxes etc. with sack lunch items and clearly mark for teacher pick-up.

#### Day of event:

1. Enter class roster into Mealtime and initial Sack Lunch Order Form when completed. CEP schools add to daily lunch count total.
2. Staple class roster, Sack Lunch Order Form and Student Worker report (paying schools only) to End of Day Paper work.
3. Make a copy to keep on site.