

### **Sack Lunch Order Instructions**

At least **three (3) work days prior** to the date needed:

**K-8:** Email completed Roster to Presidents Kitchen at pekitchen@asd.wednet.edu

**9-12:** Email completed Roster to Arlington High School at ahskitchen@asd.wednet.edu

*Sack lunches are to be picked up at Presidents' kitchen or Arlington High School's kitchen on the morning of the field trip.*

#### **Sack Lunch Order Form - Roster**

Please complete all student/staff info on the Roster.

- **All** students/staff requesting a sack lunch must be listed.
- Money for cash lunches must be collected and sent in with this form to your building's Child Nutrition staff. Please indicate payment type for each staff/student (cash, check or meal account).
  - ▶ Elementary prices are \$3.00 for Student Lunch, \$.40 for 4th & 5th grade Reduced Students and \$4.25 for Adult Lunch.
  - ▶ Secondary prices are \$3.25 for Student Lunch, \$.40 for Reduced Students and \$4.25 for Adult Lunch.

#### **Day of Field Trip: Keep a hard copy of the Roster to record each student/staff who receives a lunch.**

- ▶ Initial each student/staff who received a lunch.
- ▶ Cross out the name of any student/staff who did not receive a lunch.
- ▶ Collect and record any payments received.
- ▶ Sign and Date the bottom of the roster.

**After the Field Trip:** Return the completed Roster to your building's Child Nutrition staff to enter the meals.

*A sack lunch will consist of the individual's choice of sandwich (meat, cheese or meat & cheese).*

