

Sack Lunch Order Instructions

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

K-8: Email or deliver the completed Roster to your school's kitchen.

Eagle Creek Elementary: eckitchen@asd.wednet.edu
Kent Prairie Elementary: kpkitchen@asd.wednet.edu
Pioneer Elementary: pikitchen@asd.wednet.edu
Presidents Elementary: pekitchen@asd.wednet.edu
Post Middle: postkitchen@asd.wednet.edu
Haller Middle: hakitchen@asd.wednet.edu

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

Sack lunches are to be picked up at your school's 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 \$3.25 for Student Lunch and \$5.00 for Adult Lunch.
- ▶ Secondary prices are \$3.50 for Student Lunch and \$5.00 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 **insulated black cambro box and completed Roster** to your building's Child Nutrition staff.

A sack lunch will consist of a sunbutter and jelly sandwich.

