

Lunch Fundraiser Guide

With the full support of their class teachers, class lunch fundraisers are held by individual classes. Lunch Fundraiser Proposals must be submitted to LC for approval by July 1st or January 1st and are considered on a first-come, first-serve basis with Class 8 having the first choice. Once approved, the class lunch point person(s) will see Ms. Erin for any additional information specific to their lunch option.

Please see the All School Handbook for information regarding the Lunch Fundraiser Program and Policies.

An overview of the maintenance required to operate a weekly lunch:

One time:

- Create a flier - includes lunch details & a sign-up slip - (samples are available upon request)
 - Fliers go on the SWS website (see Ms. Erin),
 - into the Heartbeat (email courtney.kokus@susquehanna.org), and
 - Hard copies are sent home with all grade students.
- Collect payments and sign-ups
 - Be prepared for changes to the sign-ups within the first few weeks
- Using the Class Lunch template - enter sign-ups - including payment information
 - Please send each teacher a list of the students who will receive the lunch and send updates as needed.

Weekly:

- Purchasing and preparing fresh food and inventory of shelf-stable items (canned goods, gloves, etc.)
- Set-up - arrive early - the timing will depend on the number of parts per meal & total # of meals.
- Serve all classes using the Safe Food Handling recommendations (with/without student support)
 - 12:15 - classes 1-4
 - 12:55 - classes 5-8
 - To make the serving as easy as possible
 - servers do not need to check off student names
 - have extra supplies quickly accessible
- Clean any used pots/pans or utensils as well as the serving area; including sink, table(s), and floors (with/without student support)
- Extra meals are helpful when a student drops or forgets their lunch.
- Leftovers may be sent home with the parent servers or the class teacher. They cannot be saved for next time or held for an absent student.