



# Sack Lunch Order Form

## Choose from Two Service Options:

Check  
One

**OPTION 1** -Pre-order sack lunches and pick them up from the cafeteria on the day of the event.

- **Prior to the event:** fill out the billing sheet (next page) with the names of students/adults who are ordering a sack lunch.
- **On the day of the event: as meals are handed out, make a checkmark next to each name confirming they received their meal.**
- **After the event: return the billing sheet to the cafeteria** so that confirmed meals can be charged to student's accounts or claimed for reimbursement. Any sack lunches that were ordered but left unclaimed cannot be returned to the kitchen once removed. **Unclaimed sack lunches will be charged to the school.**

**OPTION 2** – Students/Adults can build their own sack lunch by going through a line with individually wrapped food choices. (Self-selecting helps reduce food waste)

**Students must be accompanied by a school staff member to assist with picking up meals.** Depending on what time the meals will be picked up coordinate with your kitchen manager if a billing sheet will be used or if the meals will be rang into the computer at the time of pickup.

**Orders must be placed one week prior to the event by 1pm by the school office**

SCHOOL

TODAY'S DATE

CONTACT NAME

CONTACT PHONE #

CONTACT EMAIL ADDRESS

EVENT

DATE OF EVENT

TIME SACK LUNCHES WILL BE  
PICKED UP

I understand unclaimed meals will  
be charged to the school  
(Signature)

**Sack Lunch includes: Sandwich, Vegetable with Ranch, Fruit, Cookie and Milk**

QUANTITY

Sandwich Choices (Choose One)

TURKEY SUB SANDWICH (includes assortment of mayo and mustard packets)

SUN BUTTER AND JELLY

ALLERGY OR DIET MODIFICATION OPTION\*

QUANTITY

Milk Choices (Choose One)

WHITE MILK

CHOCOLATE MILK

ALLERGY OR DIET MODIFICATION OPTION\*

A cooler for milk will be provided and must be returned the next day or the school will be charged for the cost of the cooler

\*For specific allergy requests, please contact the Kitchen Manager

**Once the Order Form is complete, submit it by e-mailing it to the Kitchen Manager:**

**FOR: Valley, Crossroads, Western Hills or LRC - Joy Evertsen at [evertsenj@wdmcs.org](mailto:evertsenj@wdmcs.org)**

**FOR: Southwoods, Jordan Creek or Westridge - Jaclyn Burns at [burnsj@wdmcs.org](mailto:burnsj@wdmcs.org)**

**FOR: Indian Hills, Crestview or Clive - Nicole Miller at [millern@wdmcs.org](mailto:millern@wdmcs.org)**

**FOR: Stilwell, Hillside, Fairmeadows or Walnut Creek - Mandy McDaniel at [mcdanielm@wdmcs.org](mailto:mcdanielm@wdmcs.org)**

