



Bamberg County School District

Title I/Title III Parent Engagement Food Request Form

****This form must accompany a completed Parent Engagement Use of Funds Planning Sheet**

Requestor: _____ Date: _____

Date of Event: _____ Event Title/Focus: _____

Time of Event: _____

Estimated Number of Parents Attending: _____

Events occurring during the school day and up until 5:15 p.m. may only include light refreshments with an allowable budget of \$3.00 per person. Events occurring after 5:15 p.m. may only include a reasonable meal (ex. hot dogs and chips, spaghetti supper) with an allowable budget of no more than \$5.00 per person*. Total food purchases for any school year may not exceed 30% of your school's current year Title I Parent Engagement allocation.

Vendor Information:

☐ I plan to use Bamberg County Schools Food Services**

****If you are using Bamberg Schools Food Services, are food service staff needed to be onsite for the event?**

☐ Yes ☐ No

____ I plan to use BEHS/DOHS Culinary Arts Catering services (please circle which school)**.

____ I plan to use an outside caterer/vendor (must include quotes and be a vendor approved by the Finance Department.

____ I am requesting permission to use the district credit card or charge services at the local grocery store

Please provide a rationale explaining how food is an integral part of the engagement program being provided:

*Only include total cost of food if using district food service; if using an outside provider (ex. Pizza Hut), total costs must not exceed \$5.00 per person limit

****It is the requestor's responsibility to make arrangements with Food Services or the Culinary Arts teacher**

DISTRICT OFFICE USE ONLY

Date received: _____

Title I Approval: Yes ____ No ____

Fund _____ Function _____ Object _____

Project print screen included _____

Fed.Program Director Sign./Date _____