



**FOOD SERVICE DEPARTMENT**  
 Burbank Unified School District  
 1900 W. Olive Avenue  
 Burbank, CA 91506  
 Phone: 818-729-4539  
 Fax: 818-729-4570

*Requests must be received at least two weeks in advance of party*

**Please fill out and return to the Food Service Office**

***This form can be faxed to:  
 818-729-4570***

**Elementary School**

**Pizza Party Request**

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

Classroom: \_\_\_\_\_

Billing Information: \_\_\_\_\_ payment by: check \_\_\_ appropriation # \_\_\_

Date of Party: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

# of Students: \_\_\_\_\_

**CHOICE OF PIZZA**

**Pizza Hut Pizza (available by PIE ONLY with a \$2 per class surcharge - 10 slices per pie)**

Cheese *Quantity of Pies* \_\_\_\_\_

Pepperoni *Quantity of Pies* \_\_\_\_\_

**Additional Pizzas available for \$10 each - 10 slices per pie**

Cheese *Quantity of Pies* \_\_\_\_\_

Pepperoni *Quantity of Pies* \_\_\_\_\_

**HOW DOES A PIZZA PARTY WORK?**

- Each student will get 1 slice of pizza, fresh fruit, fresh vegetable, and milk or juice. A volunteer or classroom aide must pick up the fruit, vegetable, drinks, plates and spork packets one half hour before the party from the cafeteria.
- The pizzas must be picked up from the school office.
- Pizza Hut nutrient compliant pizza is specially formulated to comply with the National School Lunch Program nutritional guidelines.
- Please provide the Food Services Department with a class list at least one week before the event .
- The Food Service Department will generate an invoice which will be due immediately upon receipt.
- Students on the Free and Reduced Meal Program will be billed at either FREE or 40¢ each depending on their status. Students NOT on the Free and Reduced Meal Program will be billed at \$3.00 each. Absent students will not be charged.

**NOTES: For Food Service Use Only**

Date Received: \_\_\_\_\_ Date Invoiced: \_\_\_\_\_

Production Printed: \_\_\_\_\_ Pizzas Ordered: \_\_\_\_\_ Sides Ordered: \_\_\_\_\_

Class List Received: \_\_\_\_\_ Free/Reduced Status: \_\_\_\_\_

Absence List: \_\_\_\_\_ Served: \_\_\_\_\_

1008	\$0.00	X		
2008	\$0.40	X		
3008	\$3.00	X		
extra	\$10.00	X		
surchg	\$2.00	X		
other		X		
TOTAL				

**The National School Lunch Program dictates that all of our children must be offered a complete meal through the Food Service Department which meets the nutritional guidelines of the USDA. A complete meal consists of milk or juice, fruit, vegetable, grain, and meat or meat alternative.**