



Menifee USD Nutrition Services School Site BBQ Ordering Procedures 2019-20



**** NOTE-** Due to demand for site BBQ requests at the end of the year, we are asking that **all requests for MAY & JUNE be submitted 25 DAYS IN ADVANCE** in order to accommodate the request. Priority will be on a first come first serve basis, but an all school BBQ has priority over a single grade level. Nutrition Services can only schedule 2 BBQ site events per week.

1. Complete and fill out the BBQ Request Order Form **a minimum of 14 student/working days before the date of the event** (August-April) and **25 student/working days for May & June.** **The minimum student/adult amount is 75 or a \$100 fee will be charged in addition to the paid student amount due.**
2. Email the completed form to the Nutrition Services department at least 14 school days August - April or 25 days May & June prior to the event date with all the required information to the email address listed on the order form. Please note: the **Principal must sign the form for the event if a teacher is requesting the BBQ event.**
3. A confirmation email will be sent to the contact person within 3 days of submittal by Nutrition Services. **If a confirmation email is not received by the contact person within 3 days, contact Nutrition Services immediately to verify the request was received.** The amount money needed per classroom will be calculated by the NS Office and indicated on form at least 7 school days prior to the event. This information is considered confidential so as not to overtly identify students who qualify for meals.
4. When ordering the entrée choice, it is best to choose 1 entrée per event so students are not disappointed if one of the entrees is gone. However, a combination of 2 entrees may be ordered by listing exact amounts for each entrée. All students participating in the BBQ event **MUST CHOOSE** at least $\frac{1}{2}$ cup of a vegetable or fruit or combination of both to qualify as reimbursable meal. This is a mandatory National School Lunch Federal requirement.
5. Contact your Cafeteria manager at least 5 school days prior to the event to touch base and ask any questions. **An accurate class roster roll sheet of all students participating MUST be turned in to the cafeteria manager no later than 9:00 a.m. the day of the event.** Students cannot be served without a student roster.

BBQ Menu

Hamburger, or Hot Dog, or Chicken Patty on a bun

Baked Chips

Baby Carrots, Milk

100% Juice or Frozen Sorbet Treat

Please Note: All students participating must be offered a nutritionally adequate meal. Complete nutritional and allergen information can be obtained from the Nutrition Services office.