



Menifee USD Nutrition Services Classroom Pizza Party Ordering Procedures 2019-20

**** NOTE-** Due to the popularity of our pizza parties, we are asking that **all end of year parties (MAY & JUNE) be submitted 4 WEEKS IN ADVANCE** in order to accommodate the request. Priority will be on a first come first serve basis 😊

1. Complete and fill out the Classroom Pizza Party Order Form **a minimum of 14 student/working days before the date of the event August-April and 28 days in advance for May & June. The minimum delivery amount is 3 pizzas for delivery = 24 students.** Amounts less than this cannot be accommodated due to delivery cost by vendor. Extra pizzas (cheese or pepperoni) can be ordered at a cost of \$8.50 per pizza for adults or for one extra slice per student. Adult cost is \$4.00 unless extra pizza is ordered. Please indicate that on the form.
2. **Email the completed form to the Nutrition Services department at least 14 school days prior to the event date (August - April)** with all the required information to the email address listed on the order form. Please note: your **Principal must sign and date** form for approval before emailing.
3. A confirmation email will be sent to the staff member within 3 days of submittal by Nutrition Services. **If a confirmation is not received by the teacher within 3 days, contact Nutrition Services immediately to verify the request was received.** The amount of money needed per classroom will be calculated by the NS Office and indicated on the 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. All students participating in the pizza party **MUST** go through the salad bar and **CHOOSE** at least $\frac{1}{2}$ cup of a vegetable or fruit or combination of both to qualify as a reimbursable meal. This is a mandatory National School Lunch Federal requirement. The student cost is based on their eligibility: Paid students: Elementary is \$2.75 and Middle School is \$3.00; Reduced students: \$.40 for both Elementary and Middle Schools.
5. Contact your Cafeteria manager at least 5 school days prior to the event telling them if the pizza will be served to the students as they go through the lunch line **OR** you will be picking up the pizzas and serving the students in the classroom.
6. **An accurate class roster roll sheet of all students participating MUST be turned in to the cafeteria manager the day of the event** before the students go through the line/salad bar. Pizza cannot be served or distributed without this class roster roll sheet.

Please Note: All students participating must be offered a nutritionally adequate meal. The pizzas used for these parties are specifically made to meet all the federally mandated nutritional requirements in regards to whole grains, fat, sugar, and calories. **Pizzas cannot be ordered by staff for students by outside vendors due to Federal Regulations.** Complete nutritional and allergen information can be obtained from the Nutrition Services office.