



Request to Serve After School Snack

(Must be completed and approved by the Child Nutrition Department at least two weeks before snack is to be provided.)

School Name

Contact Name and Number

School Activity for which snack is being requested (Be Specific):

Beginning date and ending date for school snack activity:

Day(s) of the week and the **actual** time snack will be offered:

Adults in charge of distributing snacks and marking the roster:

Location and room number where students will receive their snacks:

IMPORTANT INFORMATION:

- Upon approval, your cafeteria manager will coordinate getting the snacks to you before he/she leaves for the day.
- Leftover snacks are to be returned to the cafeteria.
- Please send a copy of the weekly roster to the respective kitchen. This will be used to identify the students who will received a snack.
- Students must take both items (grain and fruit juice) to count as a snack. If they do not want one of the items, designate a share table/desk so other students can pick up the extra items.
- The program will be monitored twice throughout the year. Please make sure the snack time and location is accurate. If this changes during the program, please notify the Child Nutrition department.