

Gibbons School Hot Lunch

Hot lunches at Gibbons School is put on solely by volunteers. These volunteers make up order forms, organize the forms and count money and do up deposits, order and shop for food and distribute the lunches to students on lunch days. **It is a very time consuming job.** There is a few things that can be done to help the process go quicker and easier for these volunteers.

- 1) Put first and last name and class on order forms
- 2) Send forms & money with each **individual** student to their own home room. It adds lots of extra work if this is not done
- 3) Send **only** hot lunch money with order forms. Do not bulk fees or field trip or any other monies together with hot lunch money. Not only does this add to the volunteers work load but also to office staff.
- 4) Absolutely no late orders will be accepted anymore. If forms and money are not in on the due date, order will not be accepted. **No Exceptions**

Thank you for following these 4 easy steps to make the process go as quick as possible for our volunteers. Without these volunteers there would be no hot lunches or the extra money hot lunch brings into our amazing school!