



Special Meal Order Form

Special meals are available only on Friday or the last day of your program week.

YOU MUST GIVE 10 BUSINESS DAYS ADVANCE NOTICE

You may order either hamburgers OR hotdogs, but not both. The hamburgers and hotdogs are precooked. It is your responsibility to keep the food items refrigerated and then heat them to serve. You will receive the rest of the components of the meal separately.

If you wish to take special meals on a field trip you will need to submit a field trip request form in addition to this special meal request.

Please call the office the day before your meals are to be delivered to verify the number needed.

Site name:

Site Number:

Staff Making Request:

Date of Delivery:

Choose one: **Hamburger Meals**

Hotdog Meals

Number of Meals Needed:

This form can be faxed to 645-8903 or emailed to foodoffice@columbus.gov.

OFFICE USE ONLY

Date received in summer food office: _____ *Staff Initials:* _____

Date sent to Columbus City Schools: _____ *Staff Initials:* _____