

Educational Party/Food Order Request Form

(Please Print All Required Information)

Request (Today's) Date: _____

Teacher Name: _____

Room#: _____

Request Reason (Event): _____

Event Date: _____

Period(s) Affected: _____

Order Delivery

Establishment: _____ Phone: _____

Requested Food Delivery Time: _____ Amount Total: _____

Confirmation Number (if applicable): _____

All requests must be submitted one week (5 school days) prior to event.
All monies for orders must be submitted to the front office no later than 7:50 on delivery date.

**PURCHASED FOOD ORDER DELIVERIES ARE ONLY ACCEPTED
AND PAID FOR THROUGH THE MAIN OFFICE.**

Students Bringing Food (Educational Event or Approved Party)

Students will be responsible for bringing and delivering food to the sponsoring teacher directly.
(Food needs to be delivered to sponsoring teacher prior to 7:55 a.m.)

**FOOD WILL NOT BE ACCEPTED FROM STUDENTS OR PARENTS
BY THE MAIN OFFICE TO HOLD/DELIVER TO SPONSORING TEACHER!**

Administrator Approval: _____ Date: _____

Food cannot be brought to classrooms without form completion with administrative approval.