

## Maude Burke SCC Luncheon Outline

### A. Lunch ordered for students or families from a business.

- ☐ Decide if the lunch is for fundraising or cost recovery. If fundraising, you are required to set a goal dollar amount and what you are fundraising for. This will dictate what you are charging for the lunches.
- ☐ All food sales must be nut aware/good to check if any other major allergies exist. (School will attend to any religious needs and provide a meal for students that require any changes to the menu)
- ☐ Contact the school to find out if the date and area needed is available
- ☐ Create an order form
- ☐ Email order form to [maudeburke@nesd.ca](mailto:maudeburke@nesd.ca) and the school will print and send with students.
- ☐ School will collect forms and money (there is a procedure for staff to follow for counting funds that needs to be utilized as fundraised money goes into our school account to be used by the SCC as per fundraising goals)
- ☐ If it is a pay at the event, then volunteers are needed to collect monies, a cash float is required, and then the school staff do the count and deposit of funds.
- ☐ Make arrangements to pick up the order forms from the school to count number lunches
- ☐ Contact the business you are ordering from and arrange what is needed for the lunch
- ☐ Ensure required items are in place – some examples may be:

Volunteers (How many are needed for the event)	-ordering -set up (tables, chairs) -serving -clean up	-form pick up -creating forms -organizing volunteers -checking prices at businesses -cash float
Process:	-pick up/distribution line -payment line	-coupons or tickets -etc
Materials:	-condiments	-etc.

- ☐ The school will arrange to make deposit any monies to the bank and will arrange to pay the business.

## B. Luncheon that is prepared at the school for students/families

- ☐ At least one volunteer must have their Safe Food Handling Certificate (if no one has this, the SCC can use the parent engagement/SCC operating monies to train one or more members – to arrange training, call the Melfort Public Health office at 306-752-6310 and ask to speak to a public health inspector)
- ☐ Decide if the lunch is for fundraising or cost recovery. If fundraising, you are required to set a goal dollar amount and what you are fundraising for. This will dictate what you are charging for the lunches.
- ☐ All food sales must be nut aware/good to check if any other major allergies exist. (School will attend to any religious needs and provide a meal for students that require any changes to the menu)
- ☐ Contact the school to find out if the date and area needed is available
- ☐ Create an order form
- ☐ Email order form to [maudeburke@nesd.ca](mailto:maudeburke@nesd.ca) and the school will print and send with students.
- ☐ If it is a pay before purchase sale (preferred), the school will collect forms and money (there is a procedure for staff to follow for counting funds that needs to be utilized as fundraised money goes into our school account to be used by the SCC as per fundraising goals)
- ☐ If it is a pay at the event, then volunteers are needed to collect monies, a cash float is required, and then the school staff do the count and deposit of funds.
- ☐ Make arrangements to pick up the order forms from the school to count number lunches
- ☐ The easiest way to purchase is to order from the Co-Op. They will deliver to the school.
- ☐ If ordering from other businesses, volunteers will need to pick it up, turn in a receipt to Kendra to be reimbursed.
- ☐ If ordering from Coop grocery - request that everything is on a separate receipt (solely the scc luncheon materials and aside from any other school receipts) and let them know that Brandi will pay with her school credit card.
- ☐ Email Brandi [Moskal.brandi@nesd.ca](mailto:Moskal.brandi@nesd.ca) and let her know that you placed an order
- ☐ Ensure required items are in place – some examples may be:

Volunteers: (How many are needed for the event)	-ordering -set up (tables, chairs) -serving -clean up -etc. /other	-form pick up -creating forms -organizing volunteers -checking prices at businesses -cash float
Materials:	-roasters -pots/utensils -condiments	-BBQ -propane -etc
Process:	-pick up/distribution line -payment line	-coupons or tickets -etc

- ☐ The school will arrange to make deposit any monies to the bank and will arrange to pay the business.