

PTO LUNCH FUNDRAISER POLICIES

The PTO Lunch Fundraiser is run entirely by volunteers to support our students, teachers, staff and facilities for the benefit of the student body. PTO volunteers organize the vendors, negotiate prices and address concerns with the vendors, orchestrate the meals coming into the school and dispense the food to the students throughout the year. In order to maintain an efficient program, we have established the following rules. We hope you understand that these policies are in place so that we may continue to run a successful program. Please remember that participation in the PTO Lunch Fundraiser is **optional**.

- Please complete one PTO Lunch Order Form per child (make copies as needed).
- **All orders for current students are due by June 5th. Late orders will be assessed a \$25 late fee.**
- Orders received after **August 12th** are not guaranteed PTO lunches during September.
- Registration balances must be paid in full by August 1st, 2012, including late fees if applicable. Checks can be made out to Oak Grove PTO. **We will accept half of your balance when you turn in your registration forms (by June 5th), and you may pay the second half by August 1st. Accounts with balances as of August 1st will NOT receive lunches for September!**
- All families who enroll in the PTO lunch fundraiser and benefit from it must pay an annual membership fee of \$10. One copy of the school directory is included in your PTO membership.
- Every student at Oak Grove has a \$5 party fee applied to their account.
- It may be helpful to visit the vendors or contact the PTO lunch coordinators, listed on the following page, with questions about specific food items. Discuss the food items with your children before registering.
- Lunches are designed to accommodate ONE child. Registering with the intent of sharing will result in a cancellation of lunches.
- We CANNOT accommodate special orders during registration.
- We CANNOT accommodate or refund missed lunches due to illness or unscheduled absences.
- Lunches are scheduled for the year pursuant to Oak Grove's school calendar. Missed meals because of field trips or snow days may or may NOT be made up at the discretion of the respective lunch coordinators and/or the vendors. Refunds will not be issued for missed lunches.
- Dates for all lunches will be published by the end of August.
- Kindergarten through 4th grade IDs will be kept in the classroom and distributed before lunch each day. Fifth through eighth grade students are responsible for their own IDs. Students without ID's will need to wait for their lunches, while their order is verified. This can result in a VERY short amount of time to eat. **BRING YOUR ID!** Refunds will not be issued for missed lunches. **A \$5 fee will be charged for replacement of lost IDs.** Replacement ID requests are picked up on Friday's and the new ID's are delivered to teachers on the following Monday. IDs that are defaced and illegible will be considered the same as a lost ID.
- Changes, additions and/or deletions for each individual PTO lunch day will only be accepted until **September 28, 2012**. This gives your child the chance to try each of their lunches once and change it if needed. Please note that if your child misses the first lunch, they will not have another chance to try the lunch before changes are complete. Absolutely NO hot lunch changes will be made after September 28, 2012.
- There will be a "bye" week where no PTO lunches will be served. This is the week of September 24. This will help facilitate changes made to lunch orders. Please send a sack lunch with your child every day this week.
- All changes to a child's PTO lunch can be made online at www.ogschool.org, before September 28th.
- Refunds greater than \$11.00, or invoices (money due) created by PTO lunch changes will be issued by the end of November. Balances unpaid by October 30th, 2012 will result in the suspension of PTO lunches.
- No refunds under \$11.00 will be issued.
- Accounts with unpaid balances from the previous year will not receive lunches until the balance is paid, including late fees or unpaid party fees.
- The PTO Registrar must be notified of termination of PTO lunches due to withdrawal from school. As the food for PTO lunches is ordered a week or more in advance of serving the lunch, refunds will be issued as of one week from notification to the PTO Registrar or the withdrawal date, whichever is later. Notification can be sent to PTO@OGSCHOOL.ORG
- Assistance may be available for families with financial issues. Please speak to the superintendent at the school regarding the Helping Hands Fund.
- The Helping Hands Fund is run by the school (not the PTO) and helps families in need with PTO expenses. All donations and requests are anonymous.
- The Parent on the Go donation is for parents who wish to make a fundraiser donation at the time of registration, and not participate in any further fundraisers during the year.
- You may order milk for your child through the school. Milk is NOT handled by the PTO.