



SCOTTSDALE PREPARATORY ACADEMY'S LUNCH PROGRAM

Lunch Program Overview

The Lunch Program is provided through the SPA Parent Service Organization (“PSO”) and is the PSO’s largest fundraiser. The Lunch Program consists of pre-ordered catered food delivered by food vendor(s) and served by parent volunteers during lunch periods. Lunch portion size, cost and choices are a primary focus as we strive to balance the nutritional food guidelines with taste and varying appetites. This program is 100% run by parent volunteers and 100% of the profit goes back to the PSO.

Scottsdale Preparatory Academy partners with orderlunches.com to provide a secure, fast and easy-to-use online ordering system that allows parents to view our school lunch menu, order, prepay and manage student lunches on the web. A \$10 annual registration fee is charged to help absorb some of the operational and maintenance costs of orderlunches.com.

Emergency Lunch Program (Forgot your lunch?)

Meals distributed during the lunch periods are pre-ordered and no extra food is ordered to accommodate children who may have forgotten their lunch. The Emergency Lunch Program offers students who forgot their lunch one (1) free emergency lunch per semester. An emergency lunch typically consists of pre-packaged soup/noodles. Vending machines are also available on site for students to purchase snacks. Parents will be contacted if the emergency lunch service is used more than once a semester.

Lunch Program Volunteers

Parent volunteers distribute the pre-ordered lunches to students during the lunch periods. Volunteering is a great way to see your student and their friends during the school day, meet other parents, and provide support for this very important program. There are many opportunities and flexibility available to those who wish to help.

Volunteers work one lunch shift, with volunteers choosing which day of the week to work. Four (4) parent volunteers in total are needed each day between 10:30 am and 1 pm to distribute pre-ordered lunches to the students during all lunch periods. Two lead volunteers oversee food delivery from the vendor, set up and closing of the lunchroom. The full lunch shift consists of three lunch periods: 1) 11:10-11:35 (grades 5 and 6); 2) 11:35-12:05 (grades 9, 10, and 11) and 3) 12:05-12:35 (grades 7, 8, and 12).

Lunch volunteering scheduling is done through signugenius.com, an online volunteer management program. Once you access the sign up calendar, you may see which days/time slots are available and choose those that work best for you. The program will generate reminder emails to you for the days you have volunteered.

If you are interested in volunteering, please send an email to the Lunch Volunteer Coordinator, Ada Betancourt, at lunchvolunteers@scottsdalepreppso.org.

If you have questions regarding the Lunch Program, please contact Ann Whyte, the Lunch Oversight Coordinator, at lunchoversight@scottsdalepreppso.org or 602-363-9030.

PURCHASE SCHOOL LUNCHES ONLINE

Scottsdale Preparatory Academy partners with orderlunches.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

REGISTRATION AND ORDERING begins on Wednesday, August 5, 2015
Lunch Service Starts on Tuesday, August 11, 2015

GETTING STARTED

New Parents

1. **GO TO: [HTTPS://GREATHEARTS.ORDERLUNCHES.COM](https://GREATHEARTS.ORDERLUNCHES.COM)** - (please bookmark this page)
2. **Click on Register:** Password is: **spartans1**, add account, profile(s) information
3. **Sign In** - Welcome page displays with Program Info (Order Schedule, Rules etc.)
4. Click Order at Top of Nav Bar & go to: AUGUST (month)
5. Click the Order link on the calendar to begin –First Date is: **11** (day)
6. Check out & pay – Please be sure to complete the check-out process. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.**
7. Print the order so you know it has been confirmed. Items left in your shopping cart will not be processed and your order will not be placed.

Returning Parents

1. **GO TO: [HTTPS://GREATHEARTS.ORDERLUNCHES.COM](https://GREATHEARTS.ORDERLUNCHES.COM)** - (please bookmark this page)
2. Sign In with your username & password
3. Choose student that needs location, add their grade for the new school year & click “update profile”
4. If a student has graduated, select their name & click “remove profile”
5. Once all profiles are updated – Click on the Order link to begin ordering.
6. Check out & pay - Please be sure to complete the check-out process when placing an order. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.** Items left in your shopping cart will not be processed and your order will not be placed.
7. Print your order so you know it has been confirmed. Click “Print Order” in the Navigation Bar

PAYMENT INFO: The program accepts Debit or Credit Cards: Visa, MasterCard & Discover.

MINIMUM ORDER: A \$1 fee will be charged for orders under \$10 - this applies to new and changed orders.

REGISTRATION FEE: An annual registration fee of \$10 per account will be added to your first order. This surcharge allows SPA to help absorb some of the operational and maintenance costs of orderlunches.com.

TECHNICAL SUPPORT for ORDERLUNCHES.COM: If you have trouble placing an order online, email support@orderlunches.com.



efficient schools, happy parents, healthy kids.

LUNCH PROGRAM QUESTIONS: For questions regarding the lunch program, please contact Ann Whyte, the SPA Lunch Oversight Coordinator, at lunchoversight@scottsdalepreppso.org or call 602-363-9030.