

Revised:\_\_\_\_\_

## FOOD SERVICE DONATIONS

### PURPOSE

Food Service is frequently given monetary gifts to be used for meal debt and/or the purchase of food or meals for students. This policy defines how those monies are to be distributed in a fair and practical manner.

1. Attempt to follow the wishes of the donator, ie. used for snack, unpaid balances, or a certain grade, etc.
2. Pay off meal debt that is defined as 'uncollectible' using the criteria of length of time the debt has been outstanding, the amount of the debt and the grade of the student. Pay off meal debt in the following order:
  - 2.1. Families that qualified for free meals but have a negative balance because they applied late
  - 2.2. Families that have applied for free and reduced but were denied
  - 2.3. Patron balance from the least negative balance across as many accounts as the donation can cover