

# happy face presents:

## How to fill out Meal Envelopes (See Sample pg 2)



~ a healthy face  
Is a happy face!~

Hey Mom! Dad! The  
monthly menu is here!  
And everything looks so  
good!

That's nice, dear.  
Did you bring home  
your meal envelope,  
too?



Sure did!  
The nice lunch lady sends one home with me every week.  
Everyone has to turn in an envelope when they are sending  
cash or check to make deposits in their accounts and  
**to place their weekly meal order.** We still need to fill out an  
envelope weekly if we pay online, have \$ on our account  
or we get free meals.\*  
I want to order lunch & breakfast for every day!

\*Only applies to PreK-5 students

### YES TO BOTH! HERE'S HOW:

1. Deposit any amount into our children's accounts online or at school
  2. Fill out an order envelope for each week
  3. Include the week start date on the envelope
  4. Write 0 in the amount space when there is money in the account
  5. Turn in envelopes at start of the month  
**\*Family Payment**
1. Send family payment (cash or check) in one envelope for the entire family even if they go to different schools in the district
  2. Fill out an order envelope for each child

With these  
unbeatable prices  
we can order  
everyday and save  
a great deal of \$  
and time!

With our busy lives,  
is it possible to order meals  
for the whole month instead  
of weekly? And can we pay  
for all our  
family with one  
payment?\*



Can we order  
everyday?  
Please,  
Please,  
Please!!!

Of course!  
Directions to fill out  
envelopes are on  
the next page!



## Student Info

Filling out the envelope looks easy as A-B-C!



1. Enter the student's full first name (no nicknames please)
2. Enter the student's last name
3. Enter the student's class room number

## Payment Info

4. Check box next to type of payment
5. Enter Check Number
6. Check box if payment is in this envelope or sibling's envelope
7. Fill out back of envelope for "Family Payment"
  - A. Print first name of each student
  - B. Print last name of each student
  - C. Write in \$ amount to go into EACH student's account
8. Write total amount enclosed  
PLEASE PUT \$0 IF NO MONEY IS IN THE ENVELOPE

⇒ Use third line for family payment:

Last Name Clear First Name Crystal Room number 222

Deposit online  Cash  Check# \_\_\_\_\_ (please use next line for "family payment")

Family Cash \_\_\_\_\_  Family Check# 2468  this envelope OR  sibling's

Total Amount Enclosed \$50.00

## FRONT OF ENVELOPE

4 { First Name 1 Last Name 2 Rm # 3  
 Deposit Online  Cash  Check# 5 (please use next line for "family payments")  
 Family Cash  Family Check# \_\_\_\_\_ this envelope OR  sibling's envelope >6  
 (list family members/amounts on back of envelope)

**\*7**

Breakfast		TOTAL AMOUNT ENCLOSED		Lunch	
Check day	Circle Super			Circle Choice	Circle Super
<input type="checkbox"/> Monday	<i>super</i>			Monday	1 2 3 <i>super</i>
<input type="checkbox"/> Tuesday	<i>super</i>			Tuesday	1 2 3 <i>super</i>
<input type="checkbox"/> Wednesday	<i>super</i>			Wednesday	1 2 3 <i>super</i>
<input type="checkbox"/> Thursday	<i>super</i>			Thursday	1 2 3 <i>super</i>
<input type="checkbox"/> Friday	<i>super</i>			Friday	1 2 3 <i>super</i>

9 { **10** **11** **12**

Week of: **13**

## \*7 BACK OF ENVELOPE

A. First name	B. Last name	C. Amount for this account
Crystal	Clear	\$25.00
Barry	Clear	\$15.00
Brighton	Clear	\$10.00

## Order Info

### Breakfast orders

9. For breakfast meals: Check the boxes on the left next to the days you wish to order
10. For super breakfast: Circle "super" next to days you wish to order supers

### Lunch orders

11. For lunch meals: Circle choices 1, 2 or 3 next to the days you wish to order
12. For super lunch: Circle "super" next to the choices of the days that you wish to order
13. Write the beginning of the week date

IF NO CHOICE IS CIRCLED NEXT TO DAYS ORDERS, 1<sup>ST</sup> CHOICE WILL BE ORDERED



Rest assured that your child will eat healthy, be healthy and have a happy face!