



PIZZA PARTY REQUEST FORM

Updated: 10/4/2023

Pizza parties are provided for free to teachers for classroom based celebrations. Teachers can book up to three pizza parties per year. To book a pizza party send this form to the Director of Food & Nutrition Services lexi.hicks@ojaiusd.org **2 weeks** prior to the classroom party. This party is considered a school lunch and should be served immediately before (no less than 30 minutes before lunch) or during the lunch period. When booking a party teachers agree to follow the instructions below so meals can be claimed as a lunch at no cost to the district.

Date of Party: _____ School Name: _____

Name of Person Requesting the Party: _____

Number of Students to be Fed: _____ Classroom Number: _____

Pizza type requested (**circle one**): Cheese, pepperoni, or combination of cheese and pepperoni.

On the day of the party, you will receive a student roster, serving utensils and all the food required for a reimbursable meal. Each child is provided one slice of pizza.

Each student must take a reimbursable meal for the meal to be claimed under the USDA School Meals Regulations. A reimbursable meal can be any of the following options:

1. A slice of pizza plus the $\frac{1}{2}$ C of fruit
1. A slice of pizza plus the $\frac{1}{2}$ C of vegetable
1. A slice of pizza plus the $\frac{1}{2}$ C fruit & $\frac{1}{2}$ C vegetable
1. A slice of pizza plus the $\frac{1}{2}$ C fruit & milk
1. A slice of pizza plus the $\frac{1}{2}$ C vegetable & milk
1. A slice of pizza plus the $\frac{1}{2}$ C fruit, $\frac{1}{2}$ C vegetable & milk

Teachers will:

1. Make sure students are served a reimbursable meal,
2. Place an X on the roster next the students' names as they receive a reimbursable meal and
3. Return the roster to the Food & Nutrition Services Site lead on the day of the party.

If you have any questions, please contact your Food & Nutrition Services Site Lead.