

Procedures for Donations to the Food Service Department

1. Donations need to first go where they are designated to. If any donation is given that has a specific student's name, it must be donated to that individual's account.
2. Donations without a specific designation will first be applied to outstanding student's balances that are "currently" eligible for free lunch. These will be applied by a percentage formula. The amount of the donation will determine the percentage of the amount that is due at that time and will be paid out by the same percentage for each student. The formula will list out the total balance by individual, with no names attached. The Food Service Director will have the names, but by law we are not allowed to have that information. See the example attachment of the allocation that will be used.
3. Donations after the balances for the free students have been paid off will be taken into consideration:
 - a. The Food Service Director and Business Administrator will work with the Principals to recommend which families are experiencing financial difficulties in the school district at the time of donation. The Principals will work with their "key" employees (Guidance, Nurse, etc.) to help recommend which families have a great need at that point in time.
 - b. It may also need to be taken into consideration that a family's financial situation can change from one day to the next.

Food Service Allocation Procedure for Donations Received

Amount to Be Paid Based

Student	O/S Balances	Percentage Below
A	\$ 5.00	\$ 2.50
B	\$ 10.00	\$ 5.00
C	\$ 15.00	\$ 7.50
D	\$ 20.00	\$ 10.00
E	\$ 25.00	\$ 12.50
F	\$ 25.00	\$ 12.50
Total Outstanding	\$ 100.00	
Amount Donated	\$50.00	
Equals 50% of O/S Balances	50.00%	

- 1) List out Outstanding balances
- 2) Determine the percentage based on the amount donated compared to the total amount past due
- 3) Use that percentage to pay off outstanding balances