



Department of Food & Nutrition Services
Montgomery County Public Schools
Afterschool Meal Programs

Afterschool Programs Request Form

Please fill out all information completely. Programs will not begin until two weeks after the approval of this form, confirmation of staffing, ordering, delivery and training. The individuals responsible for handing out meals must be trained before any meals are served. Please submit all request forms via email to your DFNS Supervisor point of contact.

PROGRAM INFORMATION			
<i>To be completed by the Program Coordinator or On-Site Contact</i>			
School Name (where meals will be consumed)			
Program Name (e.g.: Chess Club, Soccer, etc.)			
Program Dates	START:	END:	
Exact Meal Service Time	START:	END:	
Day(s) of the Week Served (select all that apply)	MON ☐	TUES ☐	WEDS ☐ THURS ☐ FRI ☐ SAT ☐
Location of Meal Service (classroom #, cafeteria)			
Number of Student Participants (maximum on any single day)		<i>For One Night Events Only</i> Event Funding: Title I ☐ Community Schools ☐ Other ☐ Number of Adult Participants:	
Requested Meal Type (Choose one)	SNACK ☐ SUPPER ☐		
Program Coordinator Name			
Program Coordinator Phone			
Program Coordinator Email			
On-Site Contact Name			
On-Site Contact Phone			
On-Site Contact Email			
DFNS APPROVALS			
<i>To be completed by the DFNS Supervisor and emailed to the Food & Nutrition Programs Manager</i>			
Roster Provided: Yes ☐ No ☐	Training Date:	Meal Type:	
	Qualifying Enrichment Activity: Yes No	Snack	Supper ☐ CPF Bag ☐ School Prepared
DFNS Supervisor Name:	Confirmed Start Date:	Confirmed End Date:	

Program Entered Date:

Entered By (Initials):