2023-2024 SPONSOR/SITE AGREEMENT FOR THE AT-RISK AFTERSCHOOL PROGRAM

Name of Site:	
Address of Site:	
Site Supervisor:	Telephone:

The person named above agrees to:

1. Attend annual sponsor training sessions.

2. Comply with civil rights laws and regulations.

3. Serve meals to all children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).

4. Serve meals that meet minimum meal pattern requirements.
   ***Snacks (2 components) Supper (5 components) call Central Kitchen and Central Office immediately if any items missing.**

5. Provide adequate supervision during the meal service.
   ***Attendance should be take first and separately from meal counts. *Meals are to be marked as they are served.**

6. Maintain and submit **promptly** such reports and records that the sponsor requires.
   ***Return completed meal count sheets at the end of the week, no later than the following Monday.**

7. Report any problems regarding the meal services.
   ***Contact the Central Kitchen and the Central Office with any issues.**

8. Report to the sponsor any changes in the dates of services, meal service times and/or the number of meals required as attendance fluctuates.
   Example: If sites' attendance decreases in the number of children attending, the number of meals ordered should decrease. If site decides to close or not order meals, contact the kitchen 3 days prior or as soon as your site has knowledge of closings.

Dates of Service: _____

Times: _____

# of meals: _____

*I understand that if any of the above information changes, I must notify SWHRA at least **3 days before** the change(s) go into place.*

_____ Date: ____- ____- 2023
Site Supervisor's Signature

_____ Date: ____- ____- 2023
Sponsor's Signature