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| EED_logo_blk | **Summer Food Service Program****Sponsor Site Agreement for Unaffiliated Sites** | *Child Nutrition Programs**Teaching and Learning Support**801 West 10th Street, Suite 200**P.O. Box 110500* *Juneau, Alaska 99811-0500**Phone (907) 465-4788**Fax (907) 465-8910* |

**Sponsor Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address of Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person named above agrees as Site Supervisor to:

1. 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).
2. Review menus and production records daily to assure that all meals served meet the minimum meal pattern requirements.
3. Provide adequate supervision during the meal service, assuring
* No offsite consumption of food items except fruits or vegetables
	+ No parent or adult consumption of foods from child’s meal
	+ Prior written or faxed notice for state agency approval of field trips and adequate staff and meals available for children not participating in field trip
1. Maintain and submit promptly such reports and records that the sponsor requires
* Daily meal count documentation and consolidation forms
* Daily review of Production Records and comparison of meals planned and meals actually served.
1. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
2. Report to the sponsor any other problems regarding the meal services.
3. Comply with civil rights laws and regulations.
4. Comply with sanitation guidelines and assure food quality and safety.
5. Attend sponsor-training sessions.

Site Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If this site is under the fiscal responsibility of a school district, superintendent signature is required.*