

# Walter Lee Elementary Hot Lunch Program

## Hello Lee Families!

Our ordering system is going **GREEN!** Instead of filling out a paper order form, parents will place their hot lunch orders online using **MunchaLunch.com!**

You can pay for your orders online by **credit card** (Visa/Mastercard/Prepaid Credit Card/Visa Debit/Mastercard Debit).!

**FIRST HOT LUNCH DAY (SUBWAY) is FRIDAY JUNE 17<sup>th</sup>**  
**DEADLINE TO ORDER AND PAY IS FRIDAY JUNE 10<sup>TH</sup>**

### HOW TO REGISTER:

- 1) Go to: <https://munchalunch.com/schools/walterlee>
- 2) Click the **"Register Here"** button (as shown below). The system will guide you through
- 3) After adding your children, click the green "Order Lunch!" button to order
- 4) Next time, just click the **"Login Here"** button to access your account.



### ORDERING DETAILS:

- Online ordering is now OPEN for June!
- PAC incurs transaction fees with the new system. Please consider placing your hot lunch orders all at once, and making the payment by June 10<sup>th</sup>. Thank you for helping PAC keep costs low!
- If you spread out your orders, deadlines for order submission and payment are 7 days before the date of the hot lunch (e.g., if hot lunch is on Friday June 24<sup>th</sup>, deadline is Friday, June 17<sup>th</sup>).
- Payment must accompany all your orders. If we do not receive your payment by the order deadline, your order will be canceled.
- If you need assistance with your order, please email the PAC team at [LeeElementaryPAC@gmail.com](mailto:LeeElementaryPAC@gmail.com)
- If you do not have access to the internet, please contact Ms. Hsieh at the school office.

If your child will be away for a hot lunch date, please notify PAC by email *right away*, or please consider donating the lunch to a child who does not have a lunch. There will be NO refunds as this is a PAC fundraiser. We appreciate your support for our hot lunch program, and thank you for understanding.

### VOLUNTEERS NEEDED:

We are looking for 2022-2023 Hot lunch support! As we look to Hot lunch planning for the next school year, we are seeking volunteers for our Hot Lunch program, as well as a Hot Lunch Coordinator! If you are available 2-3 Fridays a month from between 11am-1pm, we would love to have you help! Please email us at [LeeElementaryPAC@gmail.com](mailto:LeeElementaryPAC@gmail.com)

We appreciate your support for our hot lunch program as the funds go back into supplies, and activities benefitting our Lee students!