

**Willmar Public Schools**  
**FOOD AND NUTRITION SERVICES**

**TITLE: GUEST MEALS**

**POLICY:** All meals served to students and adults who are not enrolled in the school district shall be charged at the guest rate.

**PROCEDURES:**

Meals served as follows should be rung into the Food and Nutrition Services Point of Sale Software program as “Guest Meals”.

1. Guest \$3.75 for adults - for anyone not enrolled in a school district.
2. Guest \$3.75 for college students – we cannot be reimbursed for these meals as they are not enrolled in the school district.
3. Guest \$2.05 for secondary students – list their name and school district on the Cashier Reconciliation Sheet.
4. Guest \$1.90 for elementary students – list their name and school district on the Cashier Reconciliation Sheet.
5. Guest \$1.90 for children 5 years old and under not enrolled in school – list their name and sibling’s PIN number on the Cashier Reconciliation Sheet.

For all Guest Meals rung into a student’s account, the Cashier needs to write the name of the person eating the meal (i.e. Ann Smith’s Mother and Sister) and the meal will be charged to the student’s account if sufficient funds are available or the meal may be paid for via cash transaction.

For student guest meals, a determination will be made at the time of receipt of the meal such as contacting the appropriate school district, charge the meal to a district account or the student may purchase a meal with cash.

Updated March 2006, September 2007, September 2010, August 2013, August 2014, August 17, 2015, November 10, 2017, November 21, 2018