

LUNCH PROGRAM ONLINE St. Joseph School

How To Order School Lunches Online!

[Note: This is for schools that give First Time Users a School Code to activate their account.]

Our School-Lunch order form is now online. All lunch orders should be placed online using the website order form. To place a lunch order, go to www.sjspenfield.com [Note: your school's website should have an **ORDER SCHOOL LUNCH** button that takes families to: <http://schoolcode.orgsonline.com>] You will see the login page for Orgs OnLine Software Services. This is the service that is hosting our lunch ordering system.

Here's What To Do:

For FirstTime Users - select the **FIRST TIME USER** option that appears on the left side of the screen; then (when asked) enter our school code which is: ... next, provide the account setup information requested and submit that information to activate your account.

Each family will have a "Family Account" that shows options such as:
PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACCOUNT, AND MORE!

To submit an order, select **PLACE ORDER** then submit a separate order for each student (or staff member) in your family that is ordering a school lunch. After entering a lunch order you will see the **REVIEW ORDER** page. Review the order then select the **SUBMIT ORDER** button to confirm the order. After submitting each order, you will see a confirmation page. A copy of each order confirmation will also be sent to you via email. If you should get duplicate email confirmations don't worry, the system only records one order per student each ordering period. Duplicate orders are not recorded. To see what you ordered, log into your account and select **VIEW ORDERS**. You will see exactly what the system recorded for each student. You can view your lunch orders at anytime.

As you enter orders, the total amount due for your family's is listed under the **CURRENT BALANCE**. After all lunch orders have been submitted, select **VIEW AMOUNT DUE**. That shows a recap of your family's current orders. Select the **PRINTER FRIENDLY VERSION** option, then print that page, and send it to school along with payment in the amount shown as your Current Balance.

There are a couple of things you will want to remember. These include:

- You need to place a separate order for each child (or staff member) that is ordering lunch.
- The first time you visit the school lunch website, login as a **FIRST TIME USER** to activate your account.
- You will use the school code shown above to activate your account.
- Follow the on-screen prompts to setup your family account.
- If you encounter a login problem use the **GET HELP** button to request assistance.
- The submitted information will be recorded and used next time you return to the school-lunch program.
- You will need to login each month to place an order. Once you login you will see your family account.

For future reference: If you happen to forget your password at some time in the future -- relax! Select the **RETRIEVE MY PASSWORD** option on the login page. If the personal question is answered correctly (case sensitive), the system will send your password to the email address recorded for your account.

You **MUST** process each order through until you see the **Order Confirmation** page. Do not stop until you see an **Order Confirmation** for the order being submitted. The system does not recognize an order until you see the **Confirmation Page**. We can not process your order if has not been fully submitted & confirmed.

If you have more than one student, enter each student's order separately. Each student's order amount is added to the **Current Balance** as orders are submitted. This way you only need to authorize payment once to pay for all orders. **One last note, if you attempt to order after the cut-off date, the system will not accept your order.**



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DIOCESE OF ROCHESTER

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I also permit the use of any printed material in connection therewith.

I hereby relinquish any right that I, or my minor child, may have to examine or approve the completed video, images, pictures or products (regardless of the form in which produced), the material that may be used in conjunction therewith, or the use to which it may be applied.

I, on behalf of myself and on behalf of my minor child, hereby release, discharge and agree to save harmless the Diocese and each of the Authorized Parties from any liability, costs or expenses arising by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of the Images or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel, defamation, invasion of privacy, violation of New York Civil Rights Law Section 51, or breach of publicity or other rights.

I hereby affirm that I am over the age of majority and have the right to contract on behalf of myself and my minor child. I have read the above authorization, release and agreement, prior to its execution. I fully understand the contents thereof. This agreement shall be binding upon me, my minor child, and heirs, legal representatives and assigns thereof.

Dated: _____

Signed: _____

Address: _____

City: _____

State/Zip _____

Phone: _____

Witness: _____

**St. Joseph School
Volunteer Form 2016 - 2017**

Please complete and return this form by the first day of school.

Parent/ Guardian Name (s): _____

Child(ren)'s Name & Grade(i.e.Katy-1B): _____

Phone Number : _____

E-mail Address: _____

(please be sure to PRINT clearly)

Indicate which parent/ guardian is volunteering by writing first name next to the checkmark. All parents are encouraged to volunteer at least 5 hours per year. Please check all areas where you wish to volunteer. You may check a specific activity or event: or circle the entire event.

Check Activity

Contact Person

FRONT OFFICE HELP

Office Secretaries

_____ Make copies for teachers. I am available for 1 hour shift: weekly /biweekly/ monthly (circle one)
 please circle days/times available (during
 M T W TH F
 am/pm am/pm am/pm am/pm am/pm

_____ I cannot commit to a regular schedule, but would like to be on the sub list.

BOOK FAIR

Mrs. Oberlies

_____ Assist with set-up and book sale. Both daytime & evening hours available

LEGO FIRST

Mr. Giacobbi

_____ Mentor
 _____ Serve as coach
 _____ Sponsor

LEGO AFTER SCHOOL CAMP(Wednesday 2:15 - 3:30 p.m.)

Ms. Hanna

_____ Serve as a volunteer

EUCCHARISTIC MINISTER

_____ Cup minister at First Friday school masses

GUEST SPEAKER

Mrs. Brayer

_____ Interested in guest speaking, or have a contact you can help pursue for "special event assemblies."
 Career/Hobby/Subject Name Topic

LIBRARY (1 hour per week or more)

Mrs. Oberlies

_____ Check and shelve books
 _____ Read to class during library time

ENRICHMENT CLUB (1 hour per session)

_____ Conduct an activity for Spring season

LUNCH MONITOR (Weekly)

Mrs. Casey

_____ Monitor classroom (Kdg.)/Gymateria(Gr. 1-6) during lunch period 11 a.m. – 12:10 p.m. Full Year

_____ Monitor classroom (Kdg.)/Gymateria(Gr. 1-6) during lunch period 11 a.m. – 12:10 p.m. Quarterly

_____ Monitor classroom (Kdg.)/Gymateria(Gr. 1-6) during lunch period 11 a.m. – 12:10 p.m. 1/2 Year

_____ Monitor classroom (Kdg.)/Gymateria(Gr. 1-6) during lunch period 11 a.m. – 12:10 p.m. Once a Month

_____ Would like to be a substitute (not regular time slot)

CATHOLIC SCHOOLS' WEEK (Jan. 30 – Feb. 3)

Mrs. D'Agostino

_____ Help with ice cream distribution

_____ Help conduct tours

_____ Help with organizing and set up of reception after 11:00 a.m. Mass on Jan. 29 **Mr. Hogle**

LENTEN SOUP LUNCH (March, 2017)

Mrs. Singer

_____ Assist cook

_____ Assist set up

_____ Assist serve/ clean up