

MEAL ATTENDANCE ROSTER

Saturday / Sunday by Meal Type

(A) MONTH & YEAR: _____

(B) MEAL TYPE (check only one):
 Breakfast Lunch Supper
 am Snack pm Snack eve Snack

| | (C) DATES: | | | | | | | | | | |
|-------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|
| (D) FIRST & LAST NAMES: | SAT | SUN | SAT | SUN | SAT | SUN | SAT | SUN | SAT | SUN | (F) TOTALS: |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| 7. | | | | | | | | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10. | | | | | | | | | | | |
| 11. | | | | | | | | | | | |
| 12. | | | | | | | | | | | |
| 13. | | | | | | | | | | | |
| 14. | | | | | | | | | | | |
| 15. | | | | | | | | | | | |
| 16. | | | | | | | | | | | |
| 17. | | | | | | | | | | | |
| 18. | | | | | | | | | | | |
| 19. | | | | | | | | | | | |
| 20. | | | | | | | | | | | |
| 21. | | | | | | | | | | | |
| 22. | | | | | | | | | | | |
| 23. | | | | | | | | | | | |
| 24. | | | | | | | | | | | |
| 25. | | | | | | | | | | | |
| (E) DAILY TOTALS: | | | | | | | | | | | |

INSTRUCTIONS

Meal Attendance Roster for Saturday/Sunday by Meal Type

Complete a separate Meal Attendance Roster for each meal (breakfast, lunch, etc.) claimed for reimbursement.

- Step 1. (A) Check the meal type. Use one form for each meal type.
- Step 2. (B) Enter the month and year.
- Step 3. (C) Enter the date for each day of the week (Example, 2 for M (Monday), 3 for T (Tuesday), 4 for W (Wednesday), etc.)
- Step 4. (D) Enter each participant's first and last names.
- Step 5. (E) Record the total meals served daily.
- Step 6. (F) At the end of the month, add total meals served to each participant. Record the number in Column (F).
- Step 7. Add Line (E) across and record the total in the left-hand box.
- Step 8. Add Column (F) down and record the total in the lower right-hand corner.
- Step 9. Compare the totals for Line (E) and Column (F); the totals should match.
- Step 10. Sign and date.