MEAL COUNT 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:											

Complete a separate Meal Count Roster for each meal (breakfast, lunch, etc.) claimed for reimbursement. Daily Attendance records also must be kept on file.

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.