

Prototype Sponsor/Site Agreement for the Summer Food Service Program

When sponsors administer sites that are not legally affiliated with their organization, the sponsor should enter into an agreement with the site supervisor or responsible official. Below is a sample Sponsor/Site Agreement form that sponsors may use.

Name of site: _____

Address of site: _____

Site supervisor: _____ Telephone: _____

The person named above agrees to:

1. Serve meals to all eligible children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private non-profit school program for the mentally or physically disabled).
2. Serve meals that meet the minimum meal pattern requirements.
3. Provide adequate supervision during the meal service. Except for non-congregate meal service sites using home delivery services, the individual is on site for the duration of the food service.
4. Maintain and submit promptly such reports and records that the sponsor requires.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report any other problems regarding the meal services.
7. Comply with civil rights laws and regulations.
8. Attend sponsor training sessions.

Site Supervisor Signature: _____ Date: _____

Sponsor Signature: _____ Date: _____