



**Instructions for completing the Meal Preference Request Form:**

1. **Organization Name:** Include the name of the Sponsoring Organization that is providing the form
2. **Site/Provider Name:** Print the name of the site where meals will be served (e.g., ABC School, XYZ Child Care Center)
3. **Submit this form to:** Include the name and contact information for the organization staff who will be collecting the completed form
4. **Part I:** This section can be completed by the **Parent/Guardian, Adult Participant, or Organization**
  - a. **Organization:** If the organization is providing the form, print the name of the organization and the name and contact information of the staff member who will be collecting the completed form.