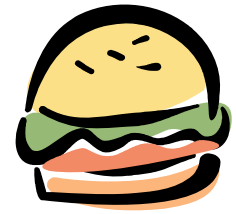


# Christ the King School

## FFG Hot Lunch

### On-Line Ordering Information



FFG Hot Lunch is available to all CKS students, faculty and staff. Families may order all or select a few of the lunches scheduled for most Wednesdays and Fridays. Hot Lunch is staffed entirely by parent volunteers. Your assistance is welcome & appreciated!

**The CKS Hot Lunch on-line ordering is available in August, November and February.**  
Hot lunch periods are September thru November, December thru February, and March thru June.  
**THE LAST DAY TO ORDER AND SEND IN YOUR CHECK TO THE OFFICE WILL BE**  
**September 1 / December 1 / March 1**

#### ***Login, User Name and Password***

- 1. Internet Access:** Go to the school website, [www.cks-indy.org](http://www.cks-indy.org). Click "School", click "Links/Forms" near the bottom of the left side index. Click "Order FFG Hot Lunch" or "Hot Lunch Ordering Instructions."
- 2. The direct access to the website is:** - <http://schoolcode.orgsonline.com>
- 3. New Families and First Time Login:** Click on "New Users Click Here." Follow the instructions and complete the requested information. Call Jim Kacius or Stacey Hopkins for your school code needed to access the site as a first time visitor. You will not need this code again once registered at the website.
- 3. Returning Families:** Use your email address and password from last year. If you can't remember your password or are having trouble, click the "Forgot My Password" icon. If you do not receive a response immediately, check your Spam folder. Returning families should verify/update their information on their first visit to the system each year at the "My Account" area. Please confirm or update your e-mail address, telephone number, change your password or change your hint question to retrieve your password.
- 5. User Name:** A family's email address is used to send order confirmations and it becomes the family's permanent user name when you return to access the online ordering system. We also occasionally will send reminders when it is time to order hot lunch. Please notify [jkacius@sbcglobal.net](mailto:jkacius@sbcglobal.net) if you update your e-mail so you will continue to receive e-mail reminders.
- 6. Sign Up Complete:** When the account setup is complete the family's Personal Account Home Page will display. You can see your account balance or view your order any time that you log onto the website.

#### ***Payments for Hot Lunch***

- 7. Amount Due:** After you have placed all orders, the Family Home Page will display the total amount due for all current and overdue orders. Please send in this payment immediately after ordering. Orders over \$100 may be split into two payments with the second payment due by October 15 / January 15 / April 15.
- 8. Send in a Check:** The family's payment is to be sent to school office in an envelope marked "Hot Lunch Payment" by September 1 / December 1 / March 1. Make the check payable to "CKS FFG."
- 9. Change an Order:** Orders entered can be changed anytime the website order period is open. Orders that are modified will overwrite the previous order and will automatically reflect on your Account Home Page. Call Jim Kacius or Stacey Hopkins if you require help after the cut off date.
- 10. Payment Due:** If there is a payment variance, families will be notified by email and that amount will be reflected on Family's Home Page. Payment needs to be made at the time of the order.
- 11. Tickets:** Lunch Tickets are printed only for paid orders. Lunch Tickets are distributed to the students by their teachers before lunch. **Be sure to bring a lunch if you do not order FFG Hot Lunch. We no longer order extra lunches.**

**PLEASE ORDER AND PAY ON TIME – All of this work is done by volunteers who spend an unbelievable amount of time to make Hot Lunch a success.**

If you have questions about volunteering, ordering or payments, please contact Stacey Hopkins at 466-7786 / [slhopkins@sbcglobal.net](mailto:slhopkins@sbcglobal.net) or Jim Kacius at 251-1916 / [jkacius@sbcglobal.net](mailto:jkacius@sbcglobal.net).

Please do not contact the school office regarding school Hot Lunch Issues. **Thanks!**