



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 and your assistance is always welcome and appreciated!

The CKS Hot Lunch on-line ordering is now available for September - November 2008!

The first lunch will be September 3.

**THE LAST DAY TO ORDER AND SEND IN YOUR CHECK TO THE OFFICE WILL BE
TUESDAY, September 2, 2008.**

Login and Create a User Name and Password

- Internet Access:** Go to the school website, www.cks-indy.org. Click on school, then the word "Links" near the bottom of the left side list. On the Links page, click on "Hot Lunch."
The direct access to the website is: - <http://lunch.orgsonline.com>
- New Families and First Time Login:** Click on "First Time Users Click Here." Follow the instructions using your 10-digit home phone number as the user name and zip code as the password to access the system. Complete the requested information. Please edit any of the parent or student information as required.
- Login Problems:** If the system does not recognize the phone number or zip code, click the "Get Help."
- 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 Your Password" icon. 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.
- 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.
- Sign Up Complete:** When the account setup is complete the family's Personal Account Home Page will display. You can access your account balance or your order information any time that you log onto the website.

Order Hot Lunch

- Select a Student Name:** Select a student name and place an order for that student. Be sure and click "Review Order" and then "Place Order" at the bottom of the final screens to confirm your order.
- Additional Students:** If there are additional students in the family, simply click on their name and repeat the process.
- Amount Due:** When all orders have been placed for all students ordering lunches, the Family Home page displays the total amount due for all current orders. **Payment is due by September 2.** Orders over \$100 may be split into two payments with the second payment due by October 15.
- Send in a Check:** The family's payment is to be sent to school office in an envelope marked "Hot Lunch Payment" by the order cut-off date. Write the family or student's name on the check with your check payable to "CKS FFG."
- Change an Order:** Orders entered can be altered until the order cut-off date, September 2. Orders that are modified will overwrite the previous order and will automatically reflect on your Account Home Page. Call Annette or Jim if you require help after the cut off date.
- 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. **Lunch Tickets are printed only for paid orders!** Lunch tickets are distributed to the students by their teachers before lunch.

PLEASE BE CONSIDERATE - 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 any questions about ordering or payments contact Annette Hirschfeld at 915-0559 or imach1@comcast.net or Jim Kacius at 251-1916 or jkacius@sbcglobal.net.

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