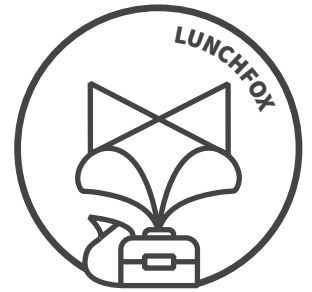


Sign Up Timeline: Schools

Once a connection with a café has been made



Sign up date _____

Service begins _____

Send to LunchFox:

- Signed copy of School Agreement Form
- Completed Bank Account Nomination Form
- School logo (PNG or JPEG file)
- List of all Grade names
- Key school contact details (Name, phone number, email address)
- Specifications e.g. which days/Grades will you offer LunchFox

Receive from LunchFox:

- Login details for School Portal – login and check details are correct

With Cafes:

- Agree on delivery requirements with café/s
(time, location, contact person etc)
- Share contact information - This will also be visible on your LunchFox dashboard
(phone numbers, email address, street address, contact person)
- Provide relevant food/allergy policies you have
- If required, view & collect copies of proof of vaccination from delivery drivers

Communications:

- Introduce LunchFox to your parent community with the 'We have signed up to LunchFox' post – share on your socials or print and hand out on _____
- Share the 'LunchFox is coming' post with your parent community, prompting families to download the app and get excitement levels rising (!) on _____



AND YOU'RE GOOD TO GO!