



St. Thomas More School  
Hot Lunch Program  
2023 - 2024

**Online ordering of the monthly menu is available at Boonli. New and returning parents** must register/sign in at [www.boonli.com](http://www.boonli.com). The program provides a secure, fast and easy-to-use online ordering system that allows you to view the lunch menu, order and manage your child's lunches on the web **and full customer support for our families.**

A coordinator and three current parents have teamed up to staff the St. Thomas More School Hot Lunch Program. This team is joined by one or two volunteers that have signed up to help serve the lunches.

Hot lunch is pre-ordered one month in advance, and is available to all students, staff, and guests for a cost of **\$7.00 per lunch** with an **additional entrée serving for \$1.50**. Students not wishing to participate in the hot lunch program need to bring a cold lunch from home.

We prepare only the number of lunches that are recorded as "ordered" and prepaid. In the case of a forgotten lunch, students can purchase a lunch for \$10.00 since they are not able to call home. Students should have permission in advance from their parents to purchase a lunch on days that a lunch from home is forgotten.

The September menu will be available for orders beginning on August 15, 2023. This menu cycle will be available for orders through August 25th. (A reminder email will be sent out on September 24th.) **Orders placed after the deadline will be charged a \$25.00 late order fee in addition to the lunches purchased.** An email will be sent when the next ordering cycle is available to access. Please see the attachment for instructions on how to enter orders. Please remember to keep a copy for your records.

If a student is absent or decides they don't like the hot lunch being served that day we are not able to refund the money. Sorry, no credits for missed lunches due to illness, weather (snow days), vacations, field trips or forgetfulness.

If you have any questions about the hot lunch program, please email at [hotlunch@stmpdx.org](mailto:hotlunch@stmpdx.org).



## Ordering lunches has never been easier!

**St. Thomas More School** has partnered with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows you to view our lunch menu, order, prepay and manage student lunches from their smartphone, tablet or computer.

**Registration and Ordering is OPEN on 8/15/2023 – 8/25/2023**  
**First Day of Hot Lunch: 9/12/2023**

### **Important:** Before You Begin:

#### **NEW PARENTS**

- ☑ **Go To:** <https://secure.boonli.com>  
(please bookmark this page)
- ☑ **Click Create an Account:**  
Password is: **stm247**
- ☑ Enter information and click **Submit**
- ☑ Enter information for your students, **Add Profile**. Repeat for any additional students
- ☑ Click **I'm Done** and **Sign In**

#### **RETURNING PARENTS**

- ☑ **Go To:** <https://secure.boonli.com> (please bookmark this page)
- ☑ Sign In - **no need to create a new account**
- ☑ **Update Profile(s)** - click on profile name, add new information for the new school year & click "update profile"
- ☑ **To Delete Profile** - If a profile is no longer needed, click on profile name & click "remove profile"

## You are now ready to begin ordering!

### **PROGRAM INFORMATION** *(also available online once you are logged in to your account)*

- **FOOD & POLICY QUESTIONS** (Food questions/concerns including menu offerings, Missed/Late Orders, Credits, Changes/Cancellations): email [hotlunch@stmpdx.org](mailto:hotlunch@stmpdx.org) and we'll get back to you.
- **TECHNICAL SUPPORT** (help navigating the site): email [support@boonli.com](mailto:support@boonli.com)
- **PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover or personal check.

**Be sure to proceed to checkout** and process your payment. Orders that are left in the shopping cart will **NOT** be processed and your student(s) will not be included in the lunch service.



**Check Payments** Make checks payable to: ***St. Thomas More School.***

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- **Changes or additional orders:** You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment has been recorded, you will be able to make changes or place another, providing the ordering period is still open.
- **MINIMUM ORDER FEE:** A \$1.00 fee will be charged for orders under \$10.00 – for new and changed orders.
- **Orders placed after deadline will be charged a \$25 late order fee in addition to the lunches purchased.**

Thank you for participating in our school lunch program!