

# Tip/Trick Of The Month...

**LunchBox<sup>2</sup>**



## **STG LunchBox Tip: Summer Break Time**

### **Prepare for School Start Up**

You have survived another school year, take some well earned time off. Once you have refreshed, let us think about school startup.

To ensure a smooth opening make do the following:

- 1) Make sure your end of year process has been run at each school site, central office along with free and reduced meal applications.
- 2) If your meal and/ or ala carte prices will change make sure those are entered in the Lunchbox POS system.
- 3) Talk with your student information system staff and request a download of the new students for the upcoming school year.
- 4) If your Lunchbox system is stored for the summer, make sure you know where it is as when school restarts you have it ready to go.

**For Any Questions...Contact STG's Help Desk!**  
**1-800-811-5803**

