

# SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

**\*\*\* 2016 REQUEST TO PARTICIPATE FORM \*\*\***

**Registration Deadline April 15, 2016**

Please Fax: 713-676-6836 or  
E-mail: [sheila.pous@houstontx.gov](mailto:sheila.pous@houstontx.gov)

Program sites: apartment complexes, youth learning/community centers, churches, summer schools and nonprofit organizations - planning to participate in the Summer Food Service Program (SFSP) sponsored by Houston Parks and Recreation Department **are required to submit a Request to Participate form every program year.** Your request will be evaluated, and new sites will be scheduled for a Pre-Approval visit. SFSP office will complete and submit your request for final approval by the Texas Department of Agriculture Food and Nutrition Division.

\_\_\_\_\_  
Name of Agency Mailing address of Agency (Street, City, and Zip)

\_\_\_\_\_  
Contact Person of Agency Area Code and Telephone(s) E-mail

Does your site have WEB access to receive and send this program's documents? Yes  No

\_\_\_\_\_  
Name of Summer Food Program Site for Meal Delivery

\_\_\_\_\_  
EXACT ADDRESS OF SITE or Facility (Street, City, and Zip) used for the operation of the Summer Food Service Program

\_\_\_\_\_  
Contact Person at this Site Site Telephone Number and Alternate Number

\_\_\_\_\_  
School District in which Site is located Nearest School to site location

Has your site/agency participated in the SFSP in previous years? Yes  No   
If yes, what year(s)? \_\_\_\_\_

**Please call 713-676-6832 to register for the 2016 Training Session for Site Supervisors, starting in MARCH, even if you have attended training in previous years.**

*Sites are required to operate a minimum of 4 weeks and serve a minimum of 24 lunches.*

What will be your first day of meal service? Tuesday, May 31, 2016 or \_\_\_\_\_

What will be your last day of meal service? Friday, August 12, 2016 or \_\_\_\_\_

Indicate days of the week for meal service? Monday through Friday or \_\_\_\_\_

(Days should be consecutive)

How many lunches per day do you estimate serving? \_\_\_\_\_

How many snacks per day do you estimate serving? \_\_\_\_\_

**Suggestion(s) to improve the program:** \_\_\_\_\_

Please fax to **713-676-6836** or e-mail [sheila.pous@houstontx.gov](mailto:sheila.pous@houstontx.gov), or mail  
Houston Parks and Recreation Department / Summer Food Service Program  
6200 Wheeler St. Bldg. 3, Houston, Tx. 77023  
**Information in English / Español: 713-676-6832**

