

**RIGHT OF FIRST REFUSAL FORM FOR THE AT RISK AFTERSCHOOL MEALS PROGRAM**  
**Between the Sponsoring Organization and the School Food Authority**

**At-Risk Afterschool Meals Program**  
**Right of First Refusal Form**

This form is to be used by non-school sponsoring organizations intending to operate an At-Risk Afterschool Meals Program site located on the grounds of a School Food Authority (SFA). The purpose of this form is to ensure the Virginia Department of Education (VDOE) that the School Nutrition Director has been provided with the right of first refusal of the potential site, and is aware that an outside organization will be operating a meal service on the grounds of the SFA.

**A completed Right of First Refusal Form is required for each site operated by a non-school sponsor on the grounds of a SFA. This form should be submitted in SNPWeb at the time of application.**

**SECTION A: Potential Site Information** (to be completed by the sponsoring organization)

Name of sponsor \_\_\_\_\_

Name of potential site \_\_\_\_\_

Name of school \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
*Printed Name* *Signature* *Date*

**SECTION B - School Food Authority** (to be completed by the School Nutrition Director)

- I intend to sponsor the site under the SFA’s At-Risk agreement.
  
- I decline to sponsor the site under the school division’s At-Risk agreement. I am aware of and in agreement that \_\_\_\_\_ will operate the At-Risk Afterschool Meals Program at the site located on the grounds of the SFA.

\_\_\_\_\_  
*Printed Name* *Signature* *Date*

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**Please note that this form does not replace the Cash/No-Cash Agreement and Statement of Responsibility. If a sponsor plans to administer a program at sites not legally affiliated with their organization, the sponsor must enter into a Cash/No-Cash agreement with the site supervisor or responsible site official. This agreement is collected at the time of application and will be reviewed by VDOE during application reviews. The Cash/No-Cash Agreement and the Statement of Responsibility may be found in the “Download Forms” section of SNPWeb.**