



# Field Trip Meal Request Form

Please request field trip lunches **two (2) weeks** before the trip by turning in this completed form to cafeteria head cook at your site.

School Site: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Meal Pick Up Time: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Number of student meals requested: \_\_\_\_\_

**School Meal:** \*Deli Sandwich (bread, meat, cheese, mayo and mustard), fruit, vegetable, juice/milk/water & a treat (due to supply chain issues, meals are subject to change).

### FIELD TRIP MEAL PROCEDURE:

- Submit this Meal Request Form to the appropriate site lead cook **two (2) weeks prior to the trip**. A copy will be returned to you confirming the order.
- Call the lead site cook two (2) days before trip date to confirm your order.
- On the day of the field trip, the person picking up the meals must tell the site lead cook of the physical count of the students present for the field trip. If the meals exceed the number of students participating in the field trip, the extra meals will be charged to the school.
- Attach a **copy of class roster** of those students requesting a meal (you keep a copy to use during field trip). Please use a class roster to check off each child as he/she receives a complete bagged meal. **Return the roster to the site lead cook as soon as possible after the field trip**. This list is important because it confirms the student(s) received a meal during the field trip. The site lead cook will enter the student(s) into the Point of Service system from this list. Meals will not be given to students that are not present at the field trip event.
- We will send one extra meal in case one is dropped, or someone forgets theirs. If the extra meal is consumed, please write in the student's name on the roster so we can charge accordingly.
- \*Students requiring a special meal must be listed on this form. Special meals will be provided **ONLY** for students who have an approved Meal Accommodation Form/Special Meal Form on File with the Nutrition Services Department. If a severe allergy is present and a different meal needs to be provided, accommodations can be made.

Name of Student(s)/Allergy: \_\_\_\_\_

- To cancel an order, call your site lead cook with four (4) days advanced notice.

### **Thank you and safe travels!**

(Nutrition Services Department Use Only)

Date Lunch Request Confirmed: \_\_\_\_\_ Site Lead Cook: \_\_\_\_\_

Lead cook: return a copy to the person who requested the meals for confirmation



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