|  |  |
| --- | --- |
| **NOTE: All cafeteria requests shall be filled out and submitted to the appropriate site cafeteria 10 days in advance of the requested**  |  |
|  |  **service date.** |  |  |  |  |  |  |  |  |  |  |  |
|  |  Requests not with in the 10 day requirement may possibly not be met or provided due to supply issues and staffing issues |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| A. School Site  | BSA | SLS | GOES | Requesting Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | CVHS | MLHS |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Requesting Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | SCHEDULE |   |  |  |   | Personnel to Transport |  |  |  |
|   |  |  |   |  |  |   |  |  |   |  |  |  |
| Date of Trip |   |   |  |  | Grade level |   |   |  |  |  |
|   |  |   |   |  |  |   |  |   |   |  |  |  |
| Departure Time |   |   |  |  | Number of Students |   |   |  |  |  |
|   |  |   |   |  |  |  |  |  |  |  |  |  |
| Return Time |   |   |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Please Prepare |   | Meals | Lunch/Breakfast |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | Cafeteria phone #'s: |  |
|  |  |  |  |  |  |  |  |  |  | BSA 225-0410 |  |
| Any children with special dietary needs? Y/N | Student/s:  |   |   |   |   |  | SLS 962-5600 |  |
|  |  |  |  |  |  |  |  |  |  | GOES 275-7004 |  |
| Will the class be eating back at school, in cafeteria after normal lunch service? Y/N | Time: |  |  | CVHS 275-7059  |
|  |  |  |  |  |  |  |  |  |  | MLHS 245-7922 |  |
| ***Please provide lead cook with class roster of children that ate the meal on this specific trip.*** |  |  |  |  |  |
| (students' name must be checked off as you hand him the meal) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Approvals:** |  |  |  |  |  |
| Lead cook signature |   |   |   |  | Principal  |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Office Manager |   |   |   |   |   |