



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

CHILD NUTRITION SERVICES

CNS Field Trip Bag Lunch Request Form

1. Distribute **Student Field Trip Bag Lunch Request Form** to students three weeks prior to the field trip. (This form can be attached to their permission slip). Request to have forms back to school within three days.
2. Complete **Section A** of this form and return it to the CNS Assistant in your cafeteria two weeks prior to the field trip.
3. The CNS Assistant at your school will forward the **Scheduling and Notification Form** to the preparation kitchen; in turn, the preparation kitchen will confirm your order.
4. **On the day of the field trip, each student will need to go to the cafeteria to receive their bag lunch by CNS Assistant.**
5. **REMEMBER: You will be charged for any extra lunches that are ordered and not picked up by students at \$3.90.**

SECTION A:

School: _____ Room No. _____

Date(s) of field trip _____

Participating classes will return in time for regular lunch: Yes _____ No _____

Lunch bag pick up time: _____ Number of students needing bag lunches: _____

Time leaving School: _____ Time arriving back to school: _____

Any Students with Food Allergies (Indicate allergy and initials of student (s)): _____

Principal/Teacher Approval: _____

SECTION B:

CONFIRMATION OF BAG LUNCHES ORDERED _____ ON (date) _____

*****PLEASE BRING YOUR CLASS TO THE CAFETERIA. EACH STUDENT WILL RECEIVE THEIR BAG LUNCH AT THE TIME OF PICK UP*****

THANK YOU,
CNS STAFF

The USDA is an equal opportunity provider and employer