



**Child Nutrition Department
Field Trip Request Form**

School Name	Date of Trip	
Breakfast Lunch Dinner	Breakfast Lunch Dinner	
# of Student Meals	# of Adult Meals	
Name of Teacher	Room Number	Grade

Destination of Field Trip _____

Meals will be picked up in Washington Intermediate School Cafeteria:

Time	By Whom (name if known)	Person Ordering Meals
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Instructions to complete the Field Trip Meal request:

1. Fill out form and send it to the Kitchen Lead, Wendy Stark at wendy.stark@dinuba.k12.ca.us at least 10 days prior to field trip.
2. Day of Trip
 - a. Teacher will obtain a roster and MUST check the name of each student as they receive their meal.
 - b. If a roster was not obtained the teacher MUST list all students' names as they pick up their meal.
 - c. Teacher MUST return the roster/list the following day to Wendy Stark.
 - i. As well as any money collected for adult meals.
 - ii. Adult meals = Breakfast-\$2.50 Lunch-\$4.50
 - d. The teacher must return all equipment (bags, ice chest, etc.) provide to the cafeteria staff.
 - e. School site will be billed accordingly for missing equipment upon return.
3. Any leftover meals must be sent back to your school site cafeteria personal. Please put leftovers in the refrigerator. All meals spoiled will be charged to the school site.
4. Cancellation is 24 hours prior to scheduled pick up

Ice chest	Yes	No
Breakfast Choice	Benefit Bar	Cinni mini
Lunch Choice	PB&J	Ham & Cheese