

FIELD TRIP BAG LUNCH ORDER FORM



Bag lunch is provided for activities of district or/school nature only. Service requests must be **SUBMITTED 10 WORKING DAYS** in advance. If you need the cafeteria to prepare bag lunches for your students, please complete the information below and return to the cafeteria manager at your school.

School Name: _____

Name of group requesting bag lunches: _____

Contact person: _____

Date bag lunches needed: _____

Number of student bag lunches requested: _____

Number of adult bag lunches requested: _____

Total number of bag lunches requested: _____

Is cafeteria responsible for providing coolers for: _____ Yes _____ No

Requested time that bag lunches to be ready for departure: _____

Person(s) that will be picking up bag lunches from cafeteria: _____

Additional Information/Requests:

Signature of Contact Person: _____ Date: _____

When serving bag lunches, good sanitation practices must be followed. All potentially hazardous foods must be held in ice chests with ice surrounding those foods. Ice is available from the cafeteria.

Federal regulations require us to record which students receive a bag lunch. A roster must be checked as students are served a bag lunch. The roster needs to be returned to the cafeteria bookkeeper after the service of the meal. Based on the checked roster, the number of bag lunches served is added to the school's lunch count for the day.

Sack lunches must be served between 10:00 AM and 2:00 PM.

Cafeteria Manager Signature: _____ Date: _____

Please provide updated roster listing names of both students and adults requesting a bag lunch three days prior to date bag lunches needed.