

Henry County School Nutrition Field Trip Meal Request Form

As a special service, a bag meal for field trips may be ordered from the School Nutrition Department. Your class or school group must order these meals at least **two weeks** in advance. To order meals, complete and submit the form below to the cafeteria manager at your school. When the bag lunches are picked up a list of students (including first and last names) receiving reimbursable lunches must be provided to the kitchen staff, or students must come through the serving line on the day of the trip to give the cashier their lunch number. If your counts change prior to the day of the event it is your responsibility to alert cafeteria staff to ensure meal counts are accurate.

Name of School:	Number of Meals Requested:
Class/Group:	Date of Field Trip/Event:
Name of Contact:	Pick Up Time:
Date to notify kitchen of lunch counts:	

The chart below is for cafeteria staff to fill in

Meal Components	Menu items Provided in Bag Lunch
Meat/Meat Alternate	
Grains	
Vegetables	
Fruit	
Milk	
Condiments	NO SUBSTITUTIONS ALLOWED UNLESS A STUDENT HAS A SPECIAL DIET FORM ON FILE.

Food quality, safety and spoilage precautions will be taken. Bag meals (including milk) must be packed in insulated containers/cooler.

By providing my signature below, I have made arrangements to keep the food/beverages cold and will ensure that the meals will be served and eaten within an appropriate time frame. I will also provide a list of students receiving the reimbursable lunches on the day of the trip (see template list on the next page).

Signature of Contact:	Date:
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Please contact your school's cafeteria manager for questions about bag meal orders and/or to cancel an order.

