



INTERNATIONAL LEADERSHIP OF TEXAS CHILD NUTRITION DEPARTMENT

Field Trip Meal Request

This form must be completed and submitted no later than 14 days prior to the field trip.

Houston area: ajavierhuerta@iltexas.org

Dallas area: vmendez@iltexas.org

Child Nutrition: childnutrition@iltexas.org

The Child Nutrition Department must be notified of any event(s) taking place that will alter the number of meals served at a campus. For example, if there is a field trip for 3rd grade and parents are asked to provide a sack lunch, Child Nutrition must be notified two weeks prior to the field trip or event. This way we can decrease the number of meals ordered, reducing waste and food cost.

The Child Nutrition Department requires at least two weeks' notice when requesting field trip meals. Please include the student roster (see attached) along with the request. When requesting field trip meals, please be sure to indicate the EXACT number of meals that will be consumed. If 5 meals or more are ordered and not accounted for, the campus will be responsible for paying for those meals out of their discretionary funds. For example: If a campus orders 150 meals, and 140 meals are rung up, the campus will incur the cost for the remaining 10 meals.

The day of the field trip the teacher will escort the students to the cafeteria to receive their meal. Every student must enter their information at the register so they can be charged according to their status

The Field Trip Meal is a complete reimbursable meal. It will consist of (5) items:

- (1) Cold Sandwich - (Meat/cheese and roll)
- (2) Vegetable
- (3) Fresh Fruit
- (4) Milk
- (5) Condiments: Mustard or Mayonnaise

Please note that if there are any Special Dietary Meals requested (a doctor's note is required and must be provided during the enrollment process.)

Overt-Identification of Students A student must be honored by overt-identification, which means the Child Nutrition staff cannot disclose if a student is Free/Reduced or Paid.

If you have any questions, please do not hesitate to contact the Child Nutrition Department: 972-479-9078.



INTERNATIONAL LEADERSHIP OF TEXAS

CHILD NUTRITION DEPARTMENT

Field Trip Meal Request

Name of Campus: _____ Campus Code/s: _____

Current Date: _____ Date of Field Trip: _____

Class Grade(s): _____ Teacher Printed Name: _____

IL Texas E-mail: _____ Teacher Signature: _____

Count	Student ID	Student Name	Count	Student ID	Student Name
	002134	John Doe (Example)	17		
1			18		
2			19		
3			20		
4			21		
5			22		
6			23		
7			24		
8			25		
9			26		
10			27		
11			28		
12			29		
13			30		
14			31		
15			32		
16			33		



INTERNATIONAL LEADERSHIP OF TEXAS

CHILD NUTRITION DEPARTMENT

Field Trip Meal Request

Please complete the form below:

Student name(s)

bringing sack lunch

buying sack lunch

Sincerely,

ILTexas Child Nutrition Department

----- CUT HERE -----

Please complete the form below:

Student name(s)

bringing sack lunch

buying sack lunch

Sincerely,

ILTexas Child Nutrition Department



INTERNATIONAL LEADERSHIP OF TEXAS

CHILD NUTRITION DEPARTMENT

Field Trip Meal Request

Favor de completar la forma de abajo:

Nombre de estudiante(s)

- va traer comida de la casa
- va comprar comida en la escuela

Sinceramente,

Departamento de Nutrición ILTexas

----- CUT HERE -----

Favor de completar la forma de abajo:

Nombre de estudiante(s)

- va traer comida de la casa
- va comprar comida en la escuela

Sinceramente,

Departamento de Nutrición ILTexas