



# Sack Lunch Request Form

A minimum of 7 days is required for Sack Lunch orders.

Campus: \_\_\_\_\_

Teacher/Room: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Total# of Student Lunches: \_\_\_\_\_

Provide the number of each requested					
Sandwiches		Milk			Sides will be provided with every sack lunch: Fresh Fruit and Fresh Vegetable
Turkey	Sunbutter	White	Chocolate	Strawberry	

To ensure school district reimbursement:

You must obtain a list of students with ID #s that are requesting a sack lunch for the field trip. The teacher or a designated adult shall be responsible for check marking the student's name when accepting a sack lunch. The roster must be returned to the Cafeteria Manager as soon as possible to ensure proper accounting. If students are not returning before 1:30 PM, the completed roster must be returned before the bus leaves the campus. The sack lunch will be charged to the child's account. Federal regulations require a record of which students selected the sack lunch be kept on file.

Sack lunches will be available for pick up at the campus kitchen at the time requested above unless other arrangements have been made. Sack lunches must be served no later than **4 hours** after the listed pick-up time. This is in accordance with HACCP/food safety procedures.

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_