

Field Trip/Special Function Sack Lunch Request Form

Regardless if sack lunches are needed, schools must notify Child Nutrition when students go on a field trip. This is to ensure the cafeteria is aware of fewer students on campus, and to decrease the number of meals produced on the field trip date.

- Sack lunches must be offered to all students
- Please contact your cafeteria manager at least **3 weeks** prior to the field trip and provide the following information.

Date Needed _____

Teacher's Name: _____

Grade Level: _____

Total # Lunches: _____

Do you have the proper equipment and are knowledgeable of the food safety measures when handling the sack lunches? Yes_____No_____

On the day of the field trip, teachers will need to fill out the form below. Write the first and last name of the students that will be receiving a sack lunch. This list **MUST** be turned into the cafeteria before lunches may be loaded on the bus or distributed.

Teacher signature:_____

Principal approved field trip Yes_____ No_____