

**Park Rapids Area Schools
Food Service Department
Picnic and Field Trip Notification**

Please complete this form and give it to JT Clark at least *two weeks* before your event date. We need this form completed even if no school lunches are required. Only one form is needed per field trip.

Date of field trip or picnic: _____ Destination: _____
School lunches needed. Yes or No
Please list all teachers of classes involved: _____

If school lunches are needed:

Time of day you would like the lunches ready: _____

How would you like the lunches packed? **Bulk** or **Separate bags**

All students will receive 1% milk with their lunch. Please note on your class list those that need a lactose free milk and those that need a gluten free meal.

Still need students ID#'s so we can get reimbursement for the cost of the meal. Cost for an adult lunch is \$5.00 and must be paid in cash or check for the exact amount written to ISD 309 prior to the fieldtrip.

Please turn in a list of students that need a school lunch at least 7 days prior to your trip, with all classes attending in one group. It is easiest if you use a class list indicating which students want the school lunch. Students bringing their lunch from home cannot get just a milk from the school. Please also include the names of any adults along with their payment who would like a school lunch.

If teachers want a school lunch, please include your name on your class list and include cash or check for \$5.00 or notate to charge to your food service account.

Thank you and have a great trip!