



Sack Lunch/Field Trip Request

Requests must be submitted to Cafeteria Manager two (2) weeks prior to need date

Campus: _____ Teacher/Room: _____

Date needed: _____ Time needed: _____

Total # of Student Lunches: _____

Please mark choice:

<input type="checkbox"/> Ham & Cheese	Fresh fruit and fresh vegetables will be provided with each sack lunch	FF flavored milk and/or White milk
<input type="checkbox"/> Bologna & Cheese		
<input type="checkbox"/> Peanut Butter		

**** Please confirm requests with the cafeteria managers 2 days PRIOR to trip.**

All containers/ice chest issued must be returned to cafeteria manager upon return of trip.

IMPORTANT: To ensure school district reimbursement, the Child Nutrition department must be provided with a list of students with ID numbers that are requesting sack lunches for off-site consumption. The teacher or a designated adult must be responsible for check (✓) marking the students name when accepting the complete sack lunch. The roster must be returned to the Cafeteria Manager upon return to campus to ensure proper accountability.

USDA regulations require a record of which students were provided with a reimbursable meal and must be kept on file.

Requestor/Teacher

Principal