

Field Trip Sack Lunch Order Form



School: _____ Teacher: _____

Date of Field Trip: _____ Phone: _____

Total # of students in your classroom

Note: Sack Lunches will be delivered 1 day prior to field trip date in the kitchen. A copy of this form will be taped to classroom box of lunches in designated fridge.

CASHIER KITCHEN USE | Looked up **each student** to verify severe allergy or restricted foods.

1 WEEK BEFORE FIELD TRIP
<p>Provide this form to your school lunch cashier, at least 5 days prior to field trip so the sack lunch order can be placed.</p> <p>Please keep a copy for your record.</p> <p>Transfer any special diet information from the "Field Trip Sack Lunch Order Form" to this form.</p>
DAY OF FIELD TRIP
<p>Please be sure any student with special dietary accommodations receives the sack that has been labeled for them.</p> <p>If any student that has ordered a sack lunch is absent, please check "absent." All sack lunches require verification each student received them. The cashier will not charge the student for the lunch if he/she/they did not receive it. This enables us to comply with Federal Nutrition Guidelines which allow us to only be reimbursed for students who were present and provided the lunch.</p> <p>What if a student brings a home lunch, but he/she/they had pre-ordered a sack lunch?</p> <p>Provide the sack lunch to him/her/they anyway. However, if you find a different student that needs a lunch you may add that student to the list and give him/her/they the lunch instead. The cashier will charge the lunch to the correct student.</p>
AFTER FIELD TRIP
<p>This form will need to be returned to your school lunch cashier after you return from the field trip. Please put in the food services mailbox.</p>

Student Name / Sack Lunch Order			Day of Field Trip	
Student Name	Severe Allergy	Restricted	Present/ Gave Lunch	Absent/ Not Charged
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>