

Field Trip

Bag Lunch Request Form



Regardless if bag lunches are needed, schools must notify Food Services 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.

- Bag lunches must be offered to all students.
- Please contact your cafeteria manager at least 2 weeks prior to the field trip and provide the following information.

(Request not made at least 1 week ahead of the trip will not be honored.)

Date Needed: _____ Departure Time: _____

Teacher's Name: _____ Total # Lunches: _____

Please indicate if any student has an allergy or special dietary needs.

On the day of the field trip, you need an attendance roster of the students on the field trip. You will be responsible for marking each student as they receive a lunch. The roster must be returned to the Cafeteria Manager along with the cooler when you arrive back to your school site.

Teacher signature: _____

Principal signature: _____

Lunch must be made available to ALL students on ALL school days, even when they are on a field trip. All students may participate.

Bag Lunch Request

Meal Choices: Turkey & Cheese Sandwich or Cheese Sandwich(includes baby carrots,fresh apple, milk choice)

Student Name (First and Last)

Meal Choice

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**PLEASE GIVE THIS LIST TO YOUR SCHOOL'S CAFETERIA MANAGER
ALONG WITH YOUR FIELD TRIP REQUEST FORM.**