

Nutrition Services

Field Trip Lunch Order Form

- Please place orders at least *THREE WEEKS* prior to pick-up date.
- Sack lunches are meant for same-day field trips only.

School:		Teacher:
Date and Time of Pick-up:		Classroom #:
# Student Lunches Needed:		# Adult Lunches Needed:

- A list of student names must be attached to this form. (Required by USDA for Child Nutrition Programs)
- Do any students have life threatening allergies: Yes_____ No_____ (if “yes” please list below)

<u>Student Name</u>	<u>Allergy</u>	<u>Substitution Needed</u>

- Lunches must be kept cold & in provided coolers. Nutrition Services has a limited number of ice coolers and “blue ice,” which may be borrowed when available. Please return coolers and “blue ice” the following day. Schools will be charged for damaged or unreturned coolers, so please return in good condition.
- Please work with your Nutrition Services staff to arrange pick-up. Students and adults must come to the cafeteria at the pre-arranged time to retrieve lunches—unless other pick-up arrangements have been made. Student meals are no charge to them. Adult meals will be charged to their account.

Thank you and have a great time.

Teacher’s signature: _____

For Nutrition Services Use only:

Teacher Copy: _____	Kitchen Copy: _____	Office Copy: _____
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