Mercer County Schools
Field Trip Lunch Request Form

Please request lunches two weeks (10 school days) in advance to allow Managers sufficient time to order food to accommodate meals.

Date of Request:	Date of Field Trip:	Time lunches needed:
Teacher Name:	Contact Number:	Grade:
How many bag lunches are needed?	How many students are attending the field trip?	

Field Trip Lunches Include:

Sandwich, Chips, Carrots with ranch, Fruit, and Milk

All meals will be packed by homeroom, unless you have communicated different with the kitchen manager.	Managers: Linsey Abrams--MCSHS Ext. 8132 Ashley Lewis--KMS Ext. 5136 Tish Lyons--MCIS Ext. 3403 Crystal Taylor--MCES Ext. 2400

*Please fill out the following information.

*At the time of meal distribution, please check each student who receives a lunch.

Name of Student	Lunch #	Served	Name of Student	Lunch #	Served

***** Make sure that you are turning this form in two weeks (10 days) before scheduled field trip, Manager will send this form back when food is picked up. Once field trip is complete please turn in any coolers, boxes and this form back to the school manager.**

If you have any questions please feel free to reach out to the food services director, Chris Minor Ext 1506

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