Field Trip Bag Meal Request Form

The Nutrition Services Department provides you with the option of requesting meals for your field trips. Your class or school group may order these meals in advance **(15 school days)** by completing and returning this form with your request for a Field Trip. A copy of this form will be returned to you after the request is processed.

Name of School:	**Number of Meals Requested:**
Class/Group & Grade:	**Date of Field Trip/Event:**
Name of Contact:	**Pick Up Time:**

Meal Type: (circle the one that applies) Breakfast Lunch

Grade Group (circle the one that applies): K —8 9 - 12

Note: Adults requesting a field trip bag meal will be charged $ for breakfast and $ for lunch.

Milk must be packed in coolers. If you do not have a cooler, one will be available for use from the Food Services Department. We ask that coolers are cared for properly and are returned the day after the field trip undamaged and clean.

☐ **Please check here if you are requesting a cooler**.

You-**MUST** contact your site's cafeteria manager 3 **days prior**.to the trip with a final count. You must provide a complete roster of students who will receive meals on your trip. The requester or designee **MUST** provide a roster of students who are attending the trip and are required to take accurate meal counts on your roster to show who received a meal. **The cafeteria does not deliver meals and arrangements must be made to pick up meals at the designated time**.

By signing below, you are stating that you will practice proper food quality, safety and spoilage procedures as indicated in the Field Trip Meals SOP. You agree to receive **ALL** components of the meal provided per South Carolina Department of Education meal requirements and you or your designee will provide a roster of students the day of the field trip.
Note: We cannot substitute milk for juice. **NO EXCEPTIONS**!

Signature of Contact:	Date:

If you have questions about a request or need to change or cancel the order, please contact your site cafeteria manager.

Food Services Use Only:

Staff Receiving Form_____ **Date received in Food Services**_____