



## Scheduling and Notification of Field Trips (Food Request)

Please notify the Cafeteria Cook Manager at your school a minimum of 2 weeks prior to the date of your proposed field trip. We need advance notice to ensure that we can provide for your request.

Today's Date: \_\_\_\_\_

Date(s) of Field Trip: \_\_\_\_\_

School Site: \_\_\_\_\_

Time students leaving school: \_\_\_\_\_

Requested time to pick up sack lunches: \_\_\_\_\_

Select the appropriate option(s) from the following:

- ☐ Students will not participate in cafeteria lunch today.
- ☐ Students will eat lunch off-site.
- ☐ Students will not return in time for their regular lunch. Please arrange an alternate meal time.

Sack Lunch will be provided to those students requesting lunch.

Please use a class roster or attendance sheet to indicate which students will be receiving meals.

Each student will receive the following sack lunch:

- 1 Sunbutter & Jelly Sandwich
- 1 Shelf Stable Milk
- 1 Serving of Fruit (Whole Fruit or Dried Fruit)
- 1 Serving of Vegetable Juice

If you'd like a different sandwich or milk option for the event, just let us know! Please contact Yvonne at the Food Services Department x1063.

Please indicate if a student needs a specific meal. A special meal accommodation form must be on file.

**Note:** If any items aren't shelf-stable and need to be kept cold, it's your responsibility to keep them at a food-safe temperature — 40°F or below — until they're served. Thanks for helping us keep everyone safe!

Number of meals needed: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Teacher making request: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_