

The Child Nutrition Services Department must be notified of all field trips, regardless of whether or not meals are needed.\*



# FIELD TRIP MEAL REQUEST FORM



Please complete this form and drop it off to your kitchen manager *at least 2 weeks* before the field trip date. Late requests will not be honored.

**This form must be submitted at least 2 weeks in advance.**

Are you requesting sack meals for this field trip?    ☐ Yes    ☐ No

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

Teacher's Name: \_\_\_\_\_

Date Needed:    /    /    \_\_\_\_\_

# of Breakfasts: \_\_\_\_\_

Departure Time: \_\_\_\_\_

# of Lunches: \_\_\_\_\_

Do any students have allergies or special dietary needs?

☐ Yes    ☐ No

If yes, please elaborate:

I understand that meals must be offered to all students. I will be responsible for marking each student who receives a sack meal on the field trip day and returning the marked roster to my kitchen team, along with the emptied coolers and ice packs.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

\*Even if meals are not requested for a field trip day, please fill out this form and return it to the kitchen manager 2 weeks in advance to help them prepare for a lower on-site lunch number that day.

This is an equal opportunity employer