

## REQUEST FOR FIELD TRIP LUNCHES

**Please complete and return 3 weeks prior to date of field trip**

Date of field trip:	# of Students Requiring a field trip meal
Teacher's Name:	Room #
# of Adult field trip meals	<b>Time students will pick up lunches:</b>

### **Instructions**

**TEACHERS:**

**3 Weeks Prior to Field Trip:**

1. Complete and return this form to the Food Services Manager **three weeks prior** to the field trip date.

**On the day of the field trip:**

1. On the day of the field trip, before boarding the bus, students will pick up their field trip lunches at the point of service from the Food Services Manager. The manager will utilize the computerized point of service system to identify participating students.
2. Reduced and full price students must pay at the point of service as they pick up their lunches in the cafeteria.
3. Adults must pay at the point of service as they pick up their lunches in the cafeteria.
4. As each student and adult picks up their lunch the manager or designated food service staff will place lunches and milk into a Styrofoam container or insulated bag for transportation.
5. **\*\* In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the cafeteria. \*\***
6. Signature below indicates faculty member understands and agrees to serve all menu items within the above stated 4 hour period.

**Teacher's Signature:** \_\_\_\_\_