

Field Trip Lunch Request Form

School _____ Room # _____

Date Of Trip _____

Field Trip Menu
Peanut Butter Sandwich
Vegetable Sticks
Fresh Fruit
Chips
Cookie
Milk

Field trip lunches are available from Nutrition Services. If you need lunches for a field trip please complete this form and turn into the kitchen staff **at least five school days prior to the trip**. Please include monies collected for the paid lunches and a list of the students who will be going on the field trip.

Number of Lunches Needed

Free _____

Reduced _____

Paid _____

Nutrition Services Staff - Order the number of lunches required from your central kitchen. Be sure the list of students is attached to this form and send the form and list to the Nutrition Services Office once you have completed your Daily Cash Sales form. This paperwork must be kept on file for three years.