

**REQUEST FOR FIELD TRIP LUNCHES – NON CMS POS Site**

ROOM # \_\_\_\_\_

DATE OF FIELD TRIP: \_\_\_\_\_

TEACHER'S NAME \_\_\_\_\_

ADULT MEALS NEEDED: \$3.00 per meal \_\_\_\_\_

STUDENT'S NAME	Lunch Received	STUDENT'S NAME	Lunch Received
1.		19.	
2.		20.	
3.		21.	
4.		22.	
5.		23.	
6.		24.	
7.		25.	
8.		26.	
9.		27.	
10.		28.	
11.		29.	
12.		30.	
13.		31.	
14.		32.	
15.		33.	
16.		34.	
17.		35.	
18.		36.	

**TEACHERS:**

1. Please notify Food Services Manager **3 weeks before** pending field trip lunches will be required.
2. Complete the above information for **students requesting cafeteria lunches only.**
3. Return to the Food Services Manager **three days prior** to the field trip date. Please do not attach meal tickets to this form.
4. 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 a check off list or take tickets from each participating student.
5. Full price students must pay at the point of service as they pick up their lunches in the cafeteria.
6. As each student picks up their lunch the manager will place lunches and milk into a Styrofoam container for transportation.
7. **\*\* In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the cafeteria. \*\***

Signature below indicates faculty member understands and agrees to serve all menu items within the above stated 4 hour period.

**Teacher signature:** \_\_\_\_\_