

Field Trip Sack Lunch Order Form



Nutrition Services

Nourishing the minds of our future

School:

Teacher or Group:

Total Meals Needed:

Date of Field Trip:

Phone:

Breakfast or Lunch:

Pick-up Time:

Note: Food items must be consumed within 2 hours of pickup.

Meals Contain: Sandwich (turkey or ham with cheese), chips, fruit, vegetable, milk, and condiments.

10 DAYS BEFORE FIELD TRIP

Provide this form to your school Kitchen Lead **at least 10 days prior to field trip** so the supplies may be ordered. If more than 15 students, please print this form as many times as needed, only completing the top section once.

Please keep a copy for your record.

DAY OF FIELD TRIP

Collect sack lunches at time noted above. Bring a copy of this form to complete while on field trip.

Distributing Meals:

As a meal is handed to a student check their name on the roster as "Present/Gave Lunch". Do not check off students who did not receive a lunch. Federal Nutrition Guidelines prevent us from charging a meal to students who did not receive a one, even though they may have requested one.

Please be sure any student with special dietary accommodations receives the sack that has been labeled with their name.

AFTER FIELD TRIP

Promptly return this form along with any unused meals to your Kitchen Lead.

FOR KITCHEN USE:

Entered into Skyward

Date & Initials:

Student Name / Sack Lunch Order <i>Can use Skyward Report and attach to this form</i>			Day of Field Trip	
Student Name	PIN Number <small>THIS IS REQUIRED UNLESS A SKYWARD REPORT IS ATTACHED</small>	Allergies	Present/ Gave Lunch	Absent/ Not Charged
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>