

# REQUEST FOR FIELD TRIP LUNCHES

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

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

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

ADULT MEALS NEEDED \_\_\_\_\_

| STUDENT'S NAME | Choice of milk | Lunch Received | STUDENT'S NAME | Choice of milk | Lunch Received |
|----------------|----------------|----------------|----------------|----------------|----------------|
| 1              |                |                | 21             |                |                |
| 2              |                |                | 22             |                |                |
| 3              |                |                | 23             |                |                |
| 4              |                |                | 24             |                |                |
| 5              |                |                | 25             |                |                |
| 6              |                |                | 26             |                |                |
| 7              |                |                | 27             |                |                |
| 8              |                |                | 28             |                |                |
| 9              |                |                | 29             |                |                |
| 10             |                |                | 30             |                |                |
| 11             |                |                | 31             |                |                |
| 12             |                |                | 32             |                |                |
| 13             |                |                | 33             |                |                |
| 14             |                |                | 34             |                |                |
| 15             |                |                | 35             |                |                |
| 16             |                |                | 36             |                |                |
| 17             |                |                | 37             |                |                |
| 18             |                |                | 38             |                |                |
| 19             |                |                | 39             |                |                |
| 20             |                |                | 40             |                |                |

### INSTRUCTIONS

**TEACHERS:**

1. Please notify cafeteria manager one week before pending field trip.
2. Complete form for students requesting cafeteria lunches only. Indicate milk choice using **W** (whole white), **LF** (lowfat white), **C** (chocolate), **NF** (non fat white).  
Return to the cafeteria manager 2 days before the field trip date.
3. On the day of the field trip before boarding the bus, the students will pick up lunches in the cafeteria. Each student will have his or her name on the lunch bag.

**CAFETERIA MANAGER:**

1. In the "Lunch Received" Column, place a check mark when the student receives his/her lunch. Collect tickets or cash.
2. Use regular procedures to record cash or ticket sales.