

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.