

# Field Trip

## Sack Lunch Request Form



Regardless if sack lunches are needed, schools must notify Food Services when students go on a field trip. This is to ensure the cafeteria is aware of fewer students on campus, and to decrease the number of meals produced on the field trip date.

- Sack lunches must be offered to all students
- Please contact your cafeteria manager at least 2 weeks prior to the field trip and provide the following information.

(Request not made at least 1 week ahead of the trip will not be honored.)

Date Needed: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Total # Lunches: \_\_\_\_\_

(Please specify if there is a food allergy)

On the day of the field trip, you will be provided with a class roster. You will be responsible for marking each student who receives a lunch. The roster must be returned along with the cooler when you arrive back to your school site.

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

Principal signature: \_\_\_\_\_

Lunch must be made available to ALL students on ALL school days, even when they are on a field trip. All students may participate (Ed Code # 49550)



## Sack Lunch Request



Student Name (First and Last)


**PLEASE GIVE THIS LIST TO YOUR SCHOOL'S CAFETERIA MANAGER  
ALONG WITH YOUR FIELD TRIP REQUEST FORM.**

Your cafeteria manager will notify you of which students will be  
required to pay for their sack lunch.