



**Cleveland County Schools – School Nutrition Services
Field Trip Lunch Request Form**

Please request lunches three weeks (15 school days) in advance
to allow managers sufficient time to order food to accommodate meals.

Date of Request: _____ Date of Field Trip: _____ Pick-Up Time: _____

Teacher Name: _____ Contact Number: _____ Grade: _____

Number of Student Lunches Needed: _____ Number of Adult Lunches Needed (\$3.60 each): _____

Location of Field Trip: _____ On Campus: Yes No

Field Trip Lunches Include:
Choice of Sandwich, Apple or Orange, Fresh Carrots, Bag Snack and Milk
(All items must be served to student)
Bottled Water (Off-Campus), Napkin, Mustard, and Mayonnaise
Due to availability, lunch may contain substitutions

Number of Sandwiches Requested - Turkey Ham (Non-Pork) & Cheese: _____ Sliced Cheese: _____

Number of Milk Requested - White Skim Milk: _____ Chocolate Skim: _____ White 1%: _____

Please list the name of each student for whom lunches are being ordered.
At the time of meal distribution, please check each student who receives a lunch.
OR
Manager will send a class roster when lunches are picked up, please indicate each student who receives a lunch.
Return either a class roster that indicates the students who received a lunch **OR** this completed form
to cafeteria manager following your field trip.

Name of Student	Student ID#	Served	Name of Student	Student ID#	Served

Additional Instructions/Comments (Do any students need modified meals per Medical Statement for Students with Unique Mealtime Needs for School Meals?):

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Instructions for Completing School Nutrition Services Field Trip Lunch Request Form 2018-2019

Instructions for Principals/Teachers:

- Please list the Name and Student Number of each student requesting a lunch on this form (*the form is a writable pdf and can be completed by saving document on computer and then typing your information in the boxes provided*).
- Please list students in alphabetical order by last name.
- Make a copy for use on your field trip.

OR

- Request a Teacher Roll from your cafeteria manager. The Teacher Roll lists all students in alphabetical order by last name.
- Please indicate only those students requesting a lunch.
- Make a copy of the Teacher Roll for use on your field trip.
- Attach this form to your Field Trip Request form and give to manager three weeks in advance of scheduled trip.

Whether using a copy of the completed Field Trip Request Form OR a copy of the Teacher Roll, please:

- Check only the students on the form who receive a lunch at the time the meals are distributed.
- Return checked form to the cafeteria manager immediately following your field trip (this will allow School Nutrition to accurately record student meals).
- Please note that each student must be served all menu items (including milk) with their meal as a requirement of the National School Lunch Program (NSLP).