

# STUDY TRIP BAG LUNCH REQUEST FORM

SCHOOL: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

ROOM #'s OR GROUP \_\_\_\_\_ TEACHER \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_ PAYING ADULTS: \_\_\_\_\_ TOTAL: \_\_\_\_\_

**NOTE: TEACHERS MUST COMPLETE THE BAG LUNCH ORDER CHECKLIST (Form #818A) AND TURN IT IN TO THE FOOD SERVICE EMPLOYEE/MANAGER, TOGETHER WITH THIS REQUEST.**

## CHECK ONE:

ORIGINAL ORDER WITH CHECKLIST #818A Due 14 days in advance.

CORRECTED ORDER: Due 3 working days in advance (Please re-submit this form)

ADD To Order: \_\_\_\_\_ DECREASE Order by: \_\_\_\_\_ NEW TOTAL Requested: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Principal*

## INSTRUCTIONS:

### PREPARE IN TRIPLICATE

#### ORIGINAL - Send to Nutrition Center

Copy - To your Food Service Employee/Manager

Copy - To be kept on file at School Office

This Original must be submitted to the Nutrition Center Office **fourteen days** prior to departure date, along with the **Bag Lunch Order Checklist (Form # 818A)**. Any written additions or corrections must be received by the Nutrition Center no later than 3 working days prior to the study trip departure date. NO Phone orders will be accepted. **Do Not** submit this request if the students will be returning to school in time for the regular lunch service period.

#### Day of Trip

Your Study Trip Bag Lunch with Milk, will be accompanied by Form # 818A, which must be checked off at The Point of Service in Step #2. Completed Form # 818A must be returned to the Food Service Employee/Manager the next morning after the trip.

## NOTE:

Study Trip Requests without **Form #818A will not be processed**.

**To Prevent Waste:** Please notify the Food Service Employee/Manager of any Study Trip and/or Class Parties that **will not require** a School Lunch for any given day.