

# 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.

Form # 818 Food Service (rev. 8/10)

# BAG / PARTY LUNCH ORDER CHECKLIST

Teachers to complete: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

**Trip Date:** \_\_\_\_\_ **Rm# or Group:** \_\_\_\_\_ **TEACHER:** \_\_\_\_\_

**Step # 1** For Request: List all students that are going on the Study Trip/Party.

**Step # 2** Day of Trip: Check off each student as they receive their Bag Lunch/Meal.

**Step # 3** Upon Return: Please return this Form to your Food Service Worker.

They will Code & take a Total Count to keep on file.

*FS Use Only*

	STEP # 1 STUDENT NAME:	STEP # 2 CHECK OFF:	Step # 3 CODE:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

<p><b>FOOD SERVICE USE ONLY:</b>                  FS Office Approved Total: A= _____ B= _____ C= _____ X= _____ TOTAL To Be Sent _____                  Kitchen Input Date: _____                  Staged By: _____</p>
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