FULLERTON SCHOOL DISTRICT
NUTRITION SERVICES

Request for Field Trip Lunches

School Name: _____ Room Number: _____

Classroom Teacher's Name: _____ Grade: _____

Day & Date of Trip: _____ Time Lunches are Needed: _____

Number of Lunches Needed: Students: _____   Adults: _____

Number of Milks Needed: White Milk: _____   Chocolate Milk: _____

Will lunches be charged to; ☐ student account or ☐ covered by budget code? Check one
If charged to budget code, please include budget number:

_____

If special diets are needed, provide the student's name(s) and special dietary needs. All special diets must have a medical statement on file:

_____

Requestor's Name _____ Signature _____ Date _____

Administrator's Name _____ Signature _____ Date _____

<u>Nutrition Center:</u>   ☐ Request received. Initial: _____   Date: _____

Teacher Instructions:
- Send a Student Field Trip Lunch Request form to every household for parents/guardians to request or decline a field trip lunch. **All students must be offered a field trip lunch.** Forms are returned to the teacher, in order to indicate which students have requested a meal.
- Complete this form, including a classroom roster indicating which students have requested a field trip lunch. Upload it, along with the roster, to this form here: https://goo.gl/forms/qonxFeLzBTh7i1aB2
- Collect payments for adult meals, if any, and take payments to the Nutrition Services cafeteria staff at least 2 days prior to the trip.
- Water must be made available to students during meal times. If water is not available, Nutrition Services can provide water upon request.
- Students paying for field trip meals must take the meal payment to the cafeteria.
- Adjust the number of requested lunches, as needed, by contacting Leticia Hernandez at ext. 437 at least 2 days prior to the field trip to see if an accommodation can be made.
- At time of field trip, distribute lunches to students who have requested a field trip lunch. Using the class roster, place a checkmark (✔) next to the students' names off as they take a lunch.
- Sign, date, and submit the roster to the cafeteria the same or following school day as the field trip.