



Field Trip Request Form

*Please advise 10 **WORKING DAYS** prior to trip are **REQUIRED**.*

School Name: _____

Teacher Name: _____ Room: _____

Date trip will take place: _____

Will sack lunches be needed? Yes _____ No _____

What time will lunches be needed? _____

On the day of the field trip the teacher is responsible for completing the strike sheet at point of service. Adults will be responsible for paying \$3.25 for their sack lunches. The teacher is responsible for picking up sack lunches and milk and returning any insulated equipment.

Signature of Teacher _____ Date _____

Signature of Café Manager _____ Date _____

Signature of Principal _____ Date _____

***Please hand deliver to cafeteria manager.** Manager must give a signed copy of this request to the teacher as acknowledgement that you have received it and will be able to fill the order.*