



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 _____

(If no, milk must be offered to students before they leave on field trip or upon their return.)

What time will lunches be needed? _____

To please add # Adult Lunches that are needed on field trip? _____

On the day of the field trip we will need a list of the names of the students the meals are for. If they are not approved for free meals, the student will be responsible for paying for the price of the meal if their status is reduced or paid. The sack lunch meals are also available to adults at a cost of \$3.25. The teacher is responsible for gathering any funds and bringing to the café manager for payment.

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.

And please notify Gwen Childs on all orders gchilds@Kcpublicschools.org