

# Brown Bag Lunch Order Form 2021-22

**FORM B**

School Name<sup>\*\*</sup>: \_\_\_\_\_  
 Grade or Room#<sup>\*\*</sup>: \_\_\_\_\_

Teacher's Name<sup>\*\*</sup>: \_\_\_\_\_  
 Date of Field Trip<sup>\*\*</sup>: \_\_\_\_\_

Revised  
 Revised Date: \_\_\_\_\_

Field Trip#<sup>\*\*</sup>: \_\_\_\_\_  
 Pick-up Time<sup>\*\*</sup>: \_\_\_\_\_  
 (\*\*required)

Please complete by checking off student as they receive their lunch here during field trip.

**A. Fill out:** Student name and ID#. Leave last column blank for PB & J sandwiches OR indicate "S" for soy butter OR "A" for special meal accommodation.

**B. Choose method for pick-up**  
 (CHECK ONE and turn in with Field Trip Packet):

**Method 1:** Students will go through a line in the cafeteria and enter their student ID# to pick up their bagged lunches. FNS staff will track all meals that are picked up.

**Method 2:**

1. Teachers pick up meals for ALL students from the cafeteria (including a copy of **FORM B** provided by FNS).
2. At the field trip site, teachers MUST check off students' names as they receive lunch using FORM B (master list). **This record is a federal requirement in order for school district to receive reimbursement.**
3. Return completed FORM B to FNS staff upon returning from field trip.

**C. During Field Trip:**

- Teachers are responsible for discarding any uneaten food.

✓	Student Name	Student ID#	S or A*
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2			
3			
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30			

**Total number of students on Field Trip:** \_\_\_\_\_

**Total Number of Lunch Orders:** \_\_\_\_\_

**Account Code** \_ \_ - \_ \_ \_ \_ - \_ \_ - \_ \_ \_ \_ - **5754** - \_ \_ \_ \_ - \_ \_ \_ \_  
 This is only required if the School or District is paying for the lunches for the students

\*S= Soy butter Sandwich, A=Alternative Meal (must be set up with FNS), and leave blank for Pb&J Sandwich (default).  
 Updated 08/2021