



# Study Trip Bag Lunch Request Form

In order to ensure availability and delivery, please request Study Trip Lunches **ten (10) business days** prior to the trip.

School: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Room#: \_\_\_\_\_ Teacher: \_\_\_\_\_ email: \_\_\_\_\_  
(One room per form)

Number of Students: \_\_\_\_\_ Paying Adults: \_\_\_\_\_ Total: \_\_\_\_\_  
\$4.00/meal

**Note: Teachers must also complete the Bag Lunch Order Checklist (Form #818A)**

Check One:  ORIGINAL Order with Checklist #818A DUE 10 Business Days in Advance  
 REVISED Order DUE 3 Business Days in Advance  
ADD: \_\_\_\_\_ DECREASE: \_\_\_\_\_ NEW TOTAL: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal*

### Study Trip Procedures:

**ELEMENTARY:** Email this Study Trip Bag Lunch Request Form along with the Bag Lunch Order Checklist (Form #818A) 10 business days prior to the trip to [StudyTripMealRequests@wccusd.net](mailto:StudyTripMealRequests@wccusd.net)

You will be emailed back confirmation of receipt of your request.

**SECONDARY:** Deliver this Study Trip Bag Lunch Request Form along with the Bag Lunch Order Checklist (Form #818A) 10 business days prior to the trip to the Cafeteria Manager at your school site.

**Phone order requests will not be accepted.**

Do not submit this request if the students will be returning to school in time for the regular lunch service period.

**Revisions or Cancellations:** Please email revisions or cancellations three (3) business days prior to the study trip departure date

**Two (2) Days before the trip:** Call the Nutrition Center (307-4580) to confirm your order count

**Day of Trip:** Your Study Trip Bag Lunch will be accompanied by Form #818A.

Prior to leaving for field trip, teacher will verify attendance and return/leave extra bagged lunches to the cafeteria. At the field trip site, teacher checks off student's names as they receive their lunch using the Bag Lunch Order Form.

**This record is a Federal requirement in order for the school district to receive reimbursement.**

Return the completed Form #818A to the school cafeteria staff no later than the day after the field trip.

