

STUDY TRIP BAG LUNCH REQUEST FORM

SCHOOL: _____ DEPARTURE DATE: _____ TIME NEEDED: _____

ROOM #'s OR GROUP _____ TEACHER _____

NUMBER OF STUDENTS: _____ PAYING ADULTS: _____ TOTAL: _____

NOTE: TEACHERS MUST COMPLETE THE BAG LUNCH ORDER CHECKLIST (Form #818A) AND TURN IT IN TO THE FOOD SERVICE EMPLOYEE/MANAGER, TOGETHER WITH THIS REQUEST.

CHECK ONE:

ORIGINAL ORDER WITH CHECKLIST #818A Due 14 days in advance.

CORRECTED ORDER: Due 3 working days in advance (Please re-submit this form)

ADD To Order: _____ DECREASE Order by: _____ NEW TOTAL Requested: _____

AUTHORIZED BY: _____ DATE: _____

Principal

INSTRUCTIONS:

PREPARE IN TRIPLICATE

ORIGINAL - Send to Nutrition Center

Copy - To your Food Service Employee/Manager

Copy - To be kept on file at School Office

This Original must be submitted to the Nutrition Center Office **fourteen days** prior to departure date, along with the **Bag Lunch Order Checklist (Form # 818A)**. Any written additions or corrections must be received by the Nutrition Center no later than 3 working days prior to the study trip departure date. NO Phone orders will be accepted. **Do Not** submit this request if the students will be returning to school in time for the regular lunch service period.

Day of Trip

Your Study Trip Bag Lunch with Milk, will be accompanied by Form # 818A, which must be checked off at The Point of Service in Step #2. Completed Form # 818A must be returned to the Food Service Employee/Manager the next morning after the trip.

NOTE:

Study Trip Requests without **Form #818A will not be processed**.