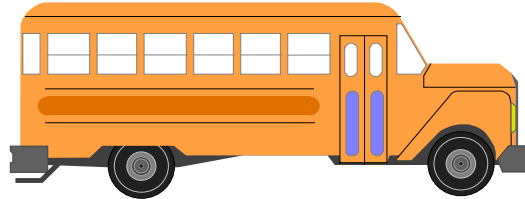


NATIONAL SCHOOL DISTRICT
CHILD NUTRITION SERVICES



SCHEDULING FIELD TRIP SACK LUNCHES

- A. All students will have the option of receiving sack lunches for field trips.
- B. Submit the bottom portion of this form to the Child Nutrition Services Site Manager at your school site a **minimum of ten working days prior to the field trip**. This allows adequate time for the manager to order the food and supply items.
- C. The person in charge of the field trip will notify the Child Nutrition Services Site Manager of any absences of students on the morning of the field trip.
- D. All the lunches will be packed individually in insulated coolers to insure meals are held at the appropriate temperature.
- E. The person in charge of the field trip is responsible for insuring that each child receives the full lunch including milk.
- F. Coolers must be returned immediately upon return from the field trip and in the same condition.

School Name _____

Field Trip Planned _____ Date _____

Estimated Number of Student Lunches _____ Allergies _____

Departure Time _____ Teacher _____ Phone _____ Grade _____

Teacher: please forward this form to the Child Nutrition Services Site Manager a **minimum of ten school days** prior to the field trip.

Please call your CNS Site Manager the day of the field trip to confirm number of student lunches needed.