

The following information must be submitted to the Cafeteria a minimum of two weeks prior to the field trip.

### Cafeteria Notification of Field Trip

Our class will not be eating in the cafeteria today:

Date of Trip:	
School:	
Teacher:	
Grade:	



### Sack Lunch Order

Teachers:

When sack lunches are needed for a scheduled field trip, it is imperative that the Food Service Supervisor be given notice at least two weeks before the trip. If you need lunches for a field trip, please complete the section below and return it to the Food Service Supervisor.

Date of Trip:	Teacher:
School:	Grade:
# of Lunches Needed:	Time Needed:

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: Please list the name of every student needing a lunch. Their names will be placed on their lunch sack. PLEASE ONLY LIST THOSE STUDENTS WHO DEFINITELY WILL NEED A SACK LUNCH.

1.	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.
5.	15.	25.
6.	16.	26.
7.	17.	27.
8.	18.	28.
9.	19.	29.
10.	20.	30.