

## FIELD TRIP LUNCH REQUEST

**Submit to Kitchen at least 2 weeks prior to event. We order food 2 weeks in advance. If you submit late, we may not have the product on hand to fulfill your order.**

School _____	Date _____	Departure Time _____
Teacher _____	Room# _____	Trip Location _____
Total Number of Students _____		
# Chaperones need lunch @ \$5.32/person		Payment Received? _____

**Please select one Sub Sandwich only; Wow Butter sandwich is available as an alternative.**

**Count Needed**

**Check if cooler or ice is needed.**

Turkey & Cheese	Cooler Needed _____
Ham & Cheese	Ice Needed _____
Wow Butter Sandwich	Other _____
White Milk	
Chocolate Milk	Water Bottles _____

**Instructions:**

- \* Complete the top portion of the form. Select 1 cold sandwich and provide Quantity needed. Provide Quantity needed for Wow Alternative Sandwich.
- \* List the students ordering a meal. Submit Form to Head Cook/Elementary Cook in kitchen.
- \* When you pick up your lunches, this form will be included.
- \* Place a check mark under "Lunch" column for each student who receives a meal.
- \* Return this form along with any coolers or supplies to Food Services Office or the Kitchen upon returning to the school. You may dispose of any unused lunches at your event.

Student Name	Lunch	Student Name	Lunch
1		18	
2		19	
3		20	
4		21	
5		22	
6		23	
7		24	
8		25	
9		26	
10		27	
11		28	
12		29	
13		30	
14		31	
15		32	
16		33	
17		34	
Total Served		Total Served	

**Food Service Staff will complete this section.**

Total # student lunches provided \_\_\_\_\_

Total # student lunches served \_\_\_\_\_

Claim \_\_\_\_\_

Total waste \_\_\_\_\_