

Alpine County Unified School District

**Request for Field Trip Lunches**

Please complete and return 2 weeks prior to date of field trip

Teacher's Name:	Date of request:
Date of field trip:	Time lunches will be picked up:
# of Students requiring a field trip meal	# of Adult field trip meals @ \$5.00 each

**Instructions**

Teachers:

**2 Weeks Prior to Field Trip:**

- Complete and return this form to the Food Services Manager **two weeks prior** to the field trip date.

**On the day of the field trip:**

1. On the day of the field trip, before boarding the bus, a teacher will pick up their field trip lunches in the cafeteria.
2. School staff member is responsible for completing the meal service tally count for student meals served on field trip. This form should be returned to the cafeteria manager.
3. Please note that any un-eaten meals may not come back to the cafeteria, please be mindful of waste and time spent on providing the meals by only taking meals that are needed.
4. **In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the cafeteria.**

Teacher's Signature:

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