

**2022-2023 Field Trip Meal Request Form**  
**Due to Cafeteria Manager no later than**  
**2 weeks prior to date of Field Trip**

\*Date Request is Received by Cafeteria Managers \_\_\_\_\_  
\*(to be completed by Cafeteria Manager)

\*Staff Member Requesting Meals \_\_\_\_\_

School Site: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Departure time from School: \_\_\_\_\_ Return time to School: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Adult Meals: Staff Members \_\_\_\_\_ Parents/chaperones \_\_\_\_\_

Requested Date & Time of Meal Pick Up from Cafeteria Manager  
\_\_\_\_\_

Are there any meal modifications required for students or staff who are attending field trip (food allergies, food textures, etc)? **Circle response.**

No

Yes, please specify modifications AND name of student or staff member:

\_\_\_\_\_

School Staff/Contact Signature: \_\_\_\_\_

Cafeteria Manager Signature: \_\_\_\_\_

**Breakfast and After School Snack Menus for Field Trips will be planned on a case by case basis.**

**2022 Field Trip LUNCH Meal for Prek-12:**

*\* Cold Pack Items*

\*PBJ Sandwich

\*Fresh Carrots & Ranch Dip

\*String Cheese

\*Fresh fruit

\*6 oz juice & Milk

*Room Temp Items (may pack in boxes)*

Chips

Crackers or Cookies or Rice Krispy Treats

Paper tray for meal service

Wrapped napkin and utensils

\*SCHOOL STAFF MEMBER IS RESPONSIBLE FOR COMPLETING THE MEAL SERVICE TALLY COUNT FORM FOR STUDENT MEALS SERVED ON THE FIELD TRIP. THIS FORM SHOULD BE RETURNED IN A TIMELY MANNER TO THE CAFETERIA MANAGER.