



## NUTRITION SERVICES

### Field Trip Bag Lunch Request Form

1. Distribute **Student Field Trip Bag Lunch Request Form (NS-100)** to students three weeks prior to the field trip. (This form can be attached to their permission slip). Request to have forms back to school within three days.
2. Complete **Section A** of this form and return it to the Kitchen Manager in your cafeteria two weeks prior to the field trip.
3. The Kitchen Manager will confirm your order.
4. **On the day of the field trip, students will need to go to the cafeteria to individually pick up their own lunch and enter their PIN number/scan their finger.**
5. Students will be charged accordingly to their meal eligibility. Students qualifying for Free and Reduced will receive their meal at no charge. Students that are full paid will be charged accordingly based on the meal price for their grade level. Adult price is \$3.75 for a bag lunch.
6. Kitchen Manager will complete **Section B** a few days prior to field trip to confirm count.

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**SECTION A:**

School: \_\_\_\_\_ Room No. \_\_\_\_\_

Date(s) of field trip \_\_\_\_\_

Participating classes will return in time for regular lunch Yes \_\_\_\_\_ No \_\_\_\_\_

Students will not return in time for their regular lunch, need bag lunches Yes \_\_\_\_\_ No \_\_\_\_\_

Time of anticipated return \_\_\_\_\_

Number of students needing bag lunches \_\_\_\_\_

Pick up time \_\_\_\_\_ Time leaving School \_\_\_\_\_

Time arriving back to school \_\_\_\_\_

Principal/Teacher \_\_\_\_\_

**SECTION B:**

CONFIRMATION OF BAG LUNCHES ORDERED \_\_\_\_\_ ON (date) \_\_\_\_\_

**\*\*\*PLEASE BRING YOUR CLASS TO THE CAFETERIA SO EACH STUDENT CAN PICK UP THEIR LUNCH AND ENTER PIN NUMBER/SCAN FINGER\*\*\***

The USDA is an equal opportunity provider and employer.