

Field Trip Sack Lunch Order Form/ Roster

THREE DAYS PRIOR TO YOUR FIELD TRIP:

1. Use this form/roster and write down the name of all students requesting a field trip sack lunch.
2. Turn in the completed form to your student Nutrition Services office or your SNS site worker.

DAY OF FIELD TRIP:

Student Nutrition Services will require students to pick up their individual lunches prior to their field trip.

IMPORTANT NOTE: State and federal regulations require "Point of Service" (the point at which it is determined that a reimbursable meal **has been served**) and it is the responsibility of the staff member who distributes the meals to carry out the above procedures so these meals can be claimed for State and Federal financial reimbursements.

Date of Field Trip: _____ Teacher: _____

Time of Field Trip: _____ School: _____

Day of Event Check	Name (First & Last)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

Day of Event Check	Name (First & Last)
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	