

Request Form for Field Trip Lunches

Complete the following information and submit to the lunchroom manager **at least two (2) weeks prior to your field trip**. If you do not yet know the exact number of meals you will need, enter a close estimate. A copy of the **Field Trip Meals Form** showing the exact count *plus* a list of names of all students attending the field trip must be submitted to the lunchroom manager at least one (1) day prior to the field trip along with any money collected for adult meals.

Date of Trip: _____ Time: _____

School _____

_____ + _____ = _____
Students Adults **Total Lunches Requested**

Signature of Teacher Date

Signature of Lunchroom Manager Date