



# Field Trip Lunch Request Form

**Meals must be accounted for by student name and PIN# when ordered and at the time of distribution. Send all student order forms, original order form, and roster to the Food and Nutrition office through the district mail. If you do not receive a confirmation of receipt within 2 business days contact: [Jenifersmith@spusd.net](mailto:Jenifersmith@spusd.net)**

1. The field trip order form is **required** to be distributed to all students.
2. Scan **only** this completed "Lunch Request Form" and Class Roster with 6-digit PIN#'s to [Jwillard@Spusd.net](mailto:Jwillard@Spusd.net) **7 days prior to the field trip date.**
3. Turn in the class roster **and** student order forms through District mail to the Nutrition office **7 days prior** to the field trip.
4. You should get a notice of receipt of all forms within 2 business days.
5. Meals will **arrive at the site between 7:45 am and 8:00 am** unless otherwise indicated.
6. Copy of rosters will be sent with meals in a plastic field trip envelope.
7. Check students' names off the roster as meals are distributed.
8. Return the signed Roster with the teacher's signature in the provided envelope to the Nutrition office through inner district mail.
9. Adult meals for chaperones and teachers are available for \$5.58 To place an order complete a student order form. Pay with cash or on Titan account with your cafeteria lead.

DATE OF FIELD TRIP: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

TIME OF DEPARTURE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER EMAIL: \_\_\_\_\_

TOTAL MEALS NEEDED-

A) SOY BUTTER SANDWICH \_\_\_\_\_ B) DELI SANDWICH \_\_\_\_\_ C) MUFFIN \_\_\_\_\_

FEDERAL REGULATIONS REQUIRE THAT MILK IS OFFERED TO ALL STUDENTS.

1% REGULAR \_\_\_\_\_ NON-FAT CHOCOLATE MILK \_\_\_\_\_ LACTAID \_\_\_\_\_

ADULT LUNCHESES, \$5.58: \_\_\_\_\_

**Procedures for meal accounting must follow the National School Lunch Program Guidelines. The CDE mandates that all students be provided the opportunity to receive school lunch each day of instruction. .**

**This institution is an equal opportunity provider.  
All meals comply with National School Lunch Program nutrition regulations.**

