



### REQUEST FOR SACK LUNCH

**(Request is due at the Food & Nutrition Office 10 workdays prior to the date needed)**

TO SCHOOL (CAFETERIA): \_\_\_\_\_

Time delivered meals needed: \_\_\_\_\_

REQUESTING TEACHER: \_\_\_\_\_

Time meals will be picked up: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

Date Needed: \_\_\_\_\_

TRIP DESTINATION: \_\_\_\_\_

Meal Time: \_\_\_\_\_

**NOTE:**

**ALL ICE CHESTS CONTAINING SACK LUNCHES MUST BE STORED IN AN AIR CONDITIONED AREA IN THE BUS.**

**\*Do any students have a prescribed Special Diet or Food Allergy Diet? Yes No**

Student Name

Diet

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**If you do not know contact the Campus Cafeteria Manager or Food Service Office.**

NUMBER OF LUNCHES NEEDED: **(Money for adult meals must accompany request)**

**STUDENT MEALS:**

**ADULT MEALS:**

Breakfast: \_\_\_\_\_ Breakfast: \_\_\_\_\_ x \$2.10 = \_\_\_\_\_

Lunch: \_\_\_\_\_ Lunch: \_\_\_\_\_ x \$3.70 = \_\_\_\_\_

TOTAL BREAKFAST: \_\_\_\_\_ TOTAL LUNCH: \_\_\_\_\_ Total \$ \_\_\_\_\_

**Time and Temperature Records**

Milk \_\_\_\_\_/\_\_\_\_\_ at time of departure

Cold meat sandwich

\_\_\_\_\_/\_\_\_\_\_ at time of departure

**BREAKFAST MENU:**

\_\_\_\_\_ Assorted Cereal with Animal Cracker or Elf Graham

\_\_\_\_\_ Fresh Fruit (1 ea.)

OTHER ITEMS INCLUDED: 4 oz. Orange Juice, 1/2 pt. Assorted Milk

**LUNCH MENU: PLEASE CHECK CHOICE OF MENU:**

\_\_\_\_\_ Sliced Cheese (2 oz.) Sandwich

\_\_\_\_\_ Jelly Sandwich w/Cheese Stick (2 oz.)

\_\_\_\_\_ Ham & Cheese Sandwich **(available Oct.-Feb. only)**

**OTHER ITEMS INCLUDED:**

- |                                 |                                         |
|---------------------------------|-----------------------------------------|
| Select 2 Items                  | *Serving to yield 1/2 cup of Vegetables |
| * Baby Carrots                  | * Celery Sticks                         |
| * Fresh Broccoli Florets        | * Hamburger Salad                       |
| * Cucumber Slices               | * Garden Salad                          |
| * Veggie Sticks (Celery/Carrot) | * Tossed Salad                          |

Fresh Fruit and 1/2 pt. Assorted Milk

**\*(Pre-K) Student** (Non-flavored 1% or Skim Non-flavored milk only)

**FIELD TRIP FOOD SAFETY**

- SACK LUNCHES ARE PACKED IN A HEAVY DUTY BAG.
- A PRE-PACKAGED FROZEN 4 oz. 100% JUICE "K" ENWG "K" EACH BAG TO HELP MAINTAIN FOOD TEMPERATURE.
- HAVE STUDENTS WASH/SANITIZE HANDS BEFORE EATING

TEACHER MUST FURNISH ICE CHESTS FOR TRANSPORTING MILK.

TEACHER MUST LIST THE NAMES OF ALL STUDENTS RECEIVING A SACK LUNCH (SEE ATTACHED FORM).

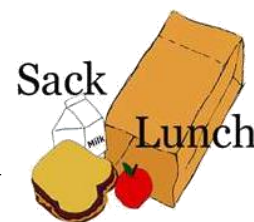
APPROVED:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Food Service Director or Asst. Food Service Director

\_\_\_\_\_  
Date



\*MENUS ARE SUBJECT TO CHANGE DUE TO FOOD AVAILABILITY

\*FOOD & NUTRITION SERVICES CANNOT GUARANTEE MEAL SERVICE WITHOUT ADVANCE NOTICE.

# SACK LUNCH STUDENT ROSTER

Date of Field Trip: \_\_\_\_\_

Campus: \_\_\_\_\_

Teacher: \_\_\_\_\_

The following students will be attending a field trip today.

STUDENT NAME	(√) Check as Student Receives Meal	STUDENT NAME	(√) Check as Student Receives Meal
1.		21.	
2.		22.	
3.		23.	
4.		24.	
5.		25.	
6.		26.	
7.		27.	
8.		28.	
9.		29.	
10.		30.	
11.		31.	
12.		32.	
13.		33.	
14.		34.	
15.		35.	
16.		36.	
17.		37.	
18.		38.	
19.		39.	
20.		40.	

TOTAL MEALS SERVED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Adult Checking (√) Actual Meals  
Received by Students