



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
Nutrition Services Field Trip Lunch Request Form (Grades TK – 8)

Please request Field Trip Lunches twelve (12) business days prior to the trip.

School _____ Today's Date _____

Teacher (Requested By) _____ Phone # _____

Grade _____ Room Number _____ Destination _____

Date of Trip _____ Pickup time from Cafeteria _____



Gr. TK – 8 MENU CHOICE: Please circle your menu selection for the day. (Student Meals are FREE)

<u>Breakfast</u>	<u>Lunch:</u>	Submarine Sandwich	PB & J Combo (2.4 oz, string chz & 1G)
Concha (or) Benefit Bar	Vegetable Juice, 6.75 oz.	Vegetable Juice, 6.75 oz.	Vegetable Juice, 6.75 oz.
Whole Fruit	Whole Fruit	Whole Fruit	Whole Fruit
Milk, 8 oz.	Milk, 8 oz.	Milk, 8 oz.	Milk, 8 oz.
Water, 8 oz.	Water, 8 oz.	Water, 8 oz.	Water, 8 oz.

State Meal Mandate is to provide students with two meals. For whole day trips = Breakfast and Lunch. If students receive breakfast prior to Field Trip, then a 2nd breakfast will not be provided, or may purchase at a cost of \$_____

of Student Meals _____ # of Adult PAID lunches _____ @ \$6.00 = \$_____ # of PAID Breakfast @ \$3.25 = \$_____

TOTAL MEALS ORDERED BF _____ + LU _____ = _____ **TOTAL DUE** \$ _____

FIELD TRIP PROCEDURE

- **Submit this Meals Request Form to the Cafeteria Manager twelve (12) business days prior to the trip.**
- If students are expected to return prior to school lunch period, then lunch will be provided at school.
- Call the Site Cafeteria Manager two (2) days before the field trip date to confirm your order will be ready on the morning of your event.
- On the day of the Field Trip, the teacher, or office staff must call the kitchen with the physical count of students present for the Field Trip.
- Students are to go through the cafeteria line, to receive meals by entering their Student ID in computerized meal count system. Meals will be provided only for students that are present.
- Payment for the adult lunches may be accepted by the Cafeteria Manager at the time the order is confirmed, or when the meals are received.
- To cancel an order, you must call your Cafeteria Manager.**

(Cafeteria Use Only)

Date Lunch Request Received _____ Manager or Worker II Signature _____

This institution is an equal opportunity provider.