

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**  
**Food Services Field Trip Lunch Request Form (Grades 9 – 12)**

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. 9 – 12 MENU CHOICE:** Please circle your menu selection for the day.



Submarine Sandwich  
 Baby Carrots  
 Vegetable Juice, 4.23 oz  
 (Power Punch or Gold Rush)  
 Whole Fruit  
 Dried Cranberries Pack  
 Milk, 8 oz  
 Water, 8 oz

OR

Peanut Butter & Jelly Sandwich  
 Baby Carrots  
 Vegetable Juice, 4.23 oz  
 (Power Punch or Gold Rush)  
 Whole Fruit  
 Dried Cranberries Pack  
 Milk, 8 oz  
 Water, 8 oz

Number of Student Lunches \_\_\_\_\_ Number of Adult PAID lunches \_\_\_\_\_ @ \$6.00 = \$ \_\_\_\_\_

**TOTAL LUNCHES ORDERED** \_\_\_\_\_ **TOTAL DUE** \_\_\_\_\_

**FIELD TRIP PROCEDURE**

- Submit this Lunch Request Form to the site Cafeteria Manager **twelve (12) business days** prior to the trip.
- 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
- A meal roster must be provided when the teacher or designated staff member pick up the lunches.** A teacher's classroom attendance list may be used as a meal roster. This list confirms the students actually receiving meals during the field trip and must be entered into the computerized meal count system. **Meals will not be given to students that are not present at the Field Trip event.**
- Payment for the adult lunches may be accepted by the Cafeteria Manager at the time the order is confirmed or when the lunches are received.
- To cancel an order, you must call your Cafeteria Manager.** Otherwise the lunches may be charged to the school site.

This institution is an equal opportunity provider.

(Cafeteria Use Only)

Date Lunch Request Received \_\_\_\_\_ Manager or Worker II Signature \_\_\_\_\_