

**SWISD Child Nutrition Department  
Field Trip Student Meal Request/Notice Form**

*\*\*This form **MUST** be submitted to the Cafeteria Manager **at least 2 weeks** in advance of the scheduled field trip to allow adequate time for planning and ordering of foods and supplies.\*\**

Campus: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

Grade Level(s) or Organization(s) Involved: \_\_\_\_\_

Sack Meals Needed: YES \_\_\_\_\_ NO \_\_\_\_\_

Select Meal(s) Needed: BREAKFAST \_\_\_\_\_ LUNCH \_\_\_\_\_

Approximate # of Students Attending Field Trip: \_\_\_\_\_

Approximate # of Students Needing Sack Meals: \_\_\_\_\_

Time Meals Will Be Picked Up: \_\_\_\_\_

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***Please read the following and sign before turning in to your Cafeteria Manager:***

- If at least 2 weeks notice is not given when requesting meals for a field trip, the Cafeteria Manager will do his/her best to meet your needs, but may not be able to provide meals without advanced notice.
- If meals are not needed for the students on the field trip, the Cafeteria Manager must still be notified of the trip so that he/she can adjust the amount of food they're preparing that day.
- Verify the number of meals needed the morning of the field trip and notify the Cafeteria Manager of any changes to the number he/she was originally given.
- The Child Nutrition Department is a federally-funded program and is responsible for following rules and regulations regarding the foods served to SWISD students. The following regulations must be maintained during meals provided by your campus cafeteria and served on a field trip:
  - Food provided must be kept cold to ensure the food is safe to eat. A food temperature log will be maintained indicating the temperature of the food when it left the cafeteria.
  - A roster indicating which students received a meal on the field trip must be turned in to the Cafeteria Manager once you return from the field trip.
  - If the Cafeteria Manager does not receive a roster of students who ate, the school or organization will be responsible for the cost of all meals provided (\$3.60/meal). Additionally, the school or organization may be responsible for the cost of any meals not served to students and are otherwise unaccounted for.

**I have read and understand the information provided above.**

\_\_\_\_\_  
Signature of Field Trip Sponsor/Requestor

\_\_\_\_\_  
Date