

FIELD TRIP REQUEST FORM

Name of Site: _____

Site Code (if applicable): _____

Date	Site or Group Name/Name & Address to where meals will be taken	Meal(s) To Be Taken Off Site	Number of Children	Meal Service at Regular Site Also? If site is "open" this must be "yes".	Meal Service Time
		B L Sn S		Y N	
		B L Sn S		Y N	
		B L Sn S		Y N	

DIRECTIONS: **Date** - Enter date of field trip. **Site Name** - Enter name of site or group at the site going on field trip. **Name & Address** - Enter the name and address of the location where meals will be taken. **Meals Taken Off Site** - Indicate whether the off site meal is Breakfast, Lunch, Snack or Supper. **Number of Children** - Enter the number of children going on field trip. **Service at Regular Site** - Indicate whether or not meals will also be served at the site during the requested field trip by circling Y(es) or N(o). If the site is considered "open", meal service must take place at the regular site on the field trip days. **Meal Service Time** - Enter the beginning and ending time of the meal service(s) for the field trip.

CERTIFICATION: In requesting permission for the above meals to be taken **OFF SITE**, I certify that all SFSP rules will be applied to all meals taken off site including complete meals being served during the approved time frames and a point of service meal count will be taken.

Signature: _____

Date _____

Approval of this request is contingent upon compliance with applicable federal regulations. Sites are required to provide this request form to the sponsoring agency prior to the proposed implementation of the requested change(s). Requests that are not received in the time frame mentioned above are subject to denial. KEEP A COPY OF THIS FORM FOR YOUR RECORDS.