Meals on Field Trips

# Bag Meal Order Request Form

## Template

A bag meal for field trips may be ordered from school foodservice. Your class or school group may order these meals in advance (two week notice is requested, when possible) by completing and returning this form. A copy will be returned to you after the request is processed.

Name of School:

Number of Meals Requested:

Class/Group:

Date of Field Trip/Event:

Name of Contact:

Pick Up Time:

**Meal price for non-reimbursable meals will be negotiated with contact person listed above. Any revisions to the menus that need to be made due to cost constraints or non-availability will be negotiated with the contact listed above.**

Please order the food items for the bag meals from the attached Bag Meal Menus (lunches and breakfast).

|  |  |  |
| --- | --- | --- |
| Meal Components | Menu Items Requested | Revisions Made(for school food service use) |
| Meat/Meat Alternate |  |  |
| Grains |  |  |
| Vegetables |  |  |
| Fruit |  |  |
| Milk |  |  |
| Other |  |  |

Food quality, safety and spoilage precautions will be taken. Bag meals (including milk) will be packed in insulated containers.

Signature of Contact:

Date:

Please contact the person listed below for questions about the bag meal ordered and/or to cancel the order.

Name of Contact Person:

Title:

Phone Number:

E-mail: