

Plumas Lake Elementary Field Trip “To-Go” Lunch Order Form

Teacher’s Name	
Field Trip Date / Departure Time	/
Number of Student /Adult Meals	/
Date Submitted to Nutrition Services	

Entree Choices		
Deli Sandwich Pack	Build-A-Pizza Pack	Nacho Dipper Pack
#	#	#

All meals come with entrée, vegetable, fruit and milk. A cooler will be provided for milk and any perishable items.

To ensure the best records and customer service possible, we need your help! Please coordinate with your Nutrition Services Kitchen Leader on site to ensure the best lunch pick up experience possible.

Instructions:

1. Complete this order form and return to the Nutrition Services Kitchen Leader on site. Kitchen Leaders may contact you if they have any questions. Please submit the order form as soon as possible to allow time for material acquisition.
2. On the morning of the field trip, please ask a responsible adult to pick up the prepared coolers containing your lunches. We will also include a class roster for your use. The roster should stay with the responsible adult who will help with handing out meals. The coolers will be loaded onto your bus.
3. At lunch time, the responsible adult with the class rosters will check off student’s names as they pick up their lunches.
4. After you return from your trip, send the rosters to the Kitchen Leaders. We’ll take it from there!

It’s that easy! No need to worry about listing out students names before your trip.

Food Service Staff Use Only:

Date Received: _____

Initials of FS2: _____

Roster Received Back (Date): _____