



Sack Meal Request

Requested by _____ Site _____

Date of Event _____ Today's Date _____

Breakfast - Brunch / Lunch - circle one or more

Number of Meals _____ / Destination _____

Pick up location / date and time _____

Number of Adult meals (B=\$2.25/L=\$3.75) _____

Budget Code (Adults) _____

Contact phone number _____ (cell)

Important Info:

-Submit this request form to Nutrition Services staff at your site 10 days *prior* to field trip. Request can also be scanned to ljacobo@w-usd.org

- This form is used to request meals for students any time they will not be on campus during the regular school day to receive a meal.

- Complete the 'Sack Lunch Roster' form with student names that have preordered a meal and submit with this request.

- The day of the field trip the teacher will be provided with a list of students on the field trip that have ordered a meal. The teacher must check off the name of each student as they receive the meal. If a printed list is not available a blank form will be provided so the teacher may list the student's name as they receive a meal

- Completed roster with total meals served must be hand-delivered to Cafeteria where meals were picked up as soon as possible so we can account for meals. If you return to the district after 2:00 pm please scan the list to Central Kitchen

- Please contact the Site Kitchen with any changes or cancellations.

FJW Ext. 1500/ CRES Ext. 2500 / WVMS Ext. 3500/

HS Ext. 4500/ Central Kitchen Ext. 8503

-In the event meals are not picked up due to an error on the school/teacher's part and the Site Kitchen is not notified in a timely manner the school will be billed for the meals.