



## Sack Meal Request

Requested by \_\_\_\_\_ Site \_\_\_\_\_

Date of Event \_\_\_\_\_ Today's Date \_\_\_\_\_

Breakfast - Brunch / Lunch - circle one or more

Destination \_\_\_\_\_

Pick up location / date and time \_\_\_\_\_

Number of Meals \_\_\_\_\_

Number of Adult meals (B=\$2.50/L=\$4.50) \_\_\_\_\_

Contact phone number \_\_\_\_\_ (cell)

### **Important Info:**

-Submit this request form to Nutrition Services staff at your site 14 days prior to field trip. Forms can also be emailed to [mwallis@w-usd.org](mailto:mwallis@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 Meal Student Roster' form with student names that are requesting a meal and submit with the 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 lunches were picked up as soon as possible so we can account for meals. If you return to the district after 2:00 pm, please fax / scan the list to Central Kitchen

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

FJW 564 3509 / CRES 564 8016 / WVMS 564 8018 /

HS 564 8019/ Central Kitchen 564 8022

-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 site will be billed for the meals.