

FIELD TRIP BAG LUNCH ORDER FORM



Bag lunch is provided for activities of district or / school nature only. Service requests must be **SUBMITTED 10 WORKING DAYS** in advance. If you need the cafeteria to prepare bag lunches for your students, please complete the information below and return to the cafeteria manager.

School Name: \_\_\_\_\_

Name of group requesting bag lunches: \_\_\_\_\_

Date bags lunches needed: \_\_\_\_\_

Number of student bag lunches requested: \_\_\_\_\_

Number of adult bag lunches requested: \_\_\_\_\_

Total number of bags lunches requested: \_\_\_\_\_

Is cafeteria responsible for providing coolers for: \_\_\_\_\_ Yes \_\_\_\_\_ No

Requested time that bag lunches to be ready for departure: \_\_\_\_\_

Person(s) that will be picking up bag lunches from cafeteria: \_\_\_\_\_

Additional Information/Requests:

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**When serving bag lunches, good sanitation practices must be followed. All potentially hazardous foods must be held in ice crests/coolers with ice surrounding those foods. Ice is available from the cafeteria.**

**Federal regulations require us to record which students receive a bag lunch. A roster must be checked as students are served a bag lunch. The roster needs to be returned to the cafeteria manager after the service of the meal. Based on the checked roster, the number of bag lunches served is added to the school's lunch count for the day. Any adults requesting a bag lunch will have to pay in advance.**

**Sack lunches must be served between 10:00 AM and 2:00 PM.**

Cafeteria Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide updated roster listing names of both students and adults requesting a bag lunch three days prior to date bag lunches needed.

"Florence County School District Four is an equal opportunity provider!"