

# NORWALK COMMUNITY SCHOOL DISTRICT FIELD TRIP SACK LUNCH ORDER FORM

Teachers, please fill out the information below and return via e-mail as an attachment to the Chris Woodyard, Nutrition Supervisor. If your class will not be eating a hot school lunch, and will not require school sack lunches either, please call the Nutrition Office or email as soon as you know this information so that we may adjust our numbers to prevent unnecessary waste. Thank you!

**We need to have a two-week notice to ensure food product is in stock.**

Date of field trip: \_\_\_\_\_

School Location: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher/Teachers: \_\_\_\_\_

Number of students in your class/classes that will be gone during lunch: \_\_\_\_\_

Sack Lunches Include:

Ham & Cheese Sandwich

Baby Carrots

Fruit Choice

A Special Treat &

Milk

Quantity of sack lunches needed: \_\_\_\_\_

Time that you would like the sack lunches to be ready by: \_\_\_\_\_

**Teachers: Please specify if there are any special dietary lunches needed (ex. Substitutions/ food allergies) :**

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Student(s) name(s) and diet restriction(s)

**Kitchen Staff: Please make a notation on the sack lunch.**

- Please work out payment details with the school lunch clerk.
- Please provide your own coolers to keep the lunches cold.