

# FIELD TRIP AND OFF SITE MEAL REQUEST FORM

Only approved meals served at eligible and approved sites may be claimed for reimbursement. However, off-site activities may be accommodated if approved by the Director of Nutrition Services in advance.

REQUESTS MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO THE ACTIVITY.

Contact name: \_\_\_\_\_ Number of meals requested: \_\_\_\_\_

Site: \_\_\_\_\_ Meal type: Breakfast: \_\_\_\_ Lunch: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Location of activity: \_\_\_\_\_

Time meals will be needed: \_\_\_\_\_ Pick up: \_\_\_\_ Delivered: \_\_\_\_\_ Bill to: \_\_\_\_\_

Describe what will be used to maintain food at safe temperatures: \_\_\_\_\_

\_\_\_\_\_

-A student roster with names, grade, and ID numbers must be sent along with your request and printed on the day of the field trip.

-Student names are to be checked off as the meal is handed to them to assure correct claiming for the NSLP.

-That roster is to be turned in to the Director of Nutrition Services at the end of the day following the field trip.

-PLEASE EMAIL YOU REQUEST TO: Susan Lee, Director of Nutrition Services @ [slee@auhsd.net](mailto:slee@auhsd.net)-