

ADA CITY SCHOOL FIELD TRIP PICK-UP FORM

Manager MUST be notified of date, time and meal count 2 weeks in advance (to accommodate ordering groceries & supplies for field trip).

Peanut butter & jelly or ham & cheese sandwiches are offered.

PRIOR TO FIELD TRIP:

Teacher: Fill in date of service, school, and name of Teacher ordering, feeding location, and student name ordering a sack lunch.

DAY OF FIELD TRIP: Teacher: Cross off any students not attending field trip, check form when meal is given to student, teacher sign form acknowledging all information on form is correct. Return completed form to cafeteria when you return from field trip.

Date of service: _____ **SCHOOL:** _____ **Name of Teacher:** _____ **Feeding location:** _____

When will meals be picked up from cafeteria: _____ ? **Teacher signature day of service:** _____

	Student Grade	Student Name	Staff member <input checked="" type="checkbox"/> When meal is given to student		Student Grade	Student Name	Staff member <input checked="" type="checkbox"/> When meal is given to student
1					12		
2					13		
3					14		
4					15		
5					16		
6					17		
7					18		
8					19		
9					20		
10					21		
11					22		

Cafeteria Lead: Check if student has special diet.

Manager: Make copy and provide to teacher day of field trip with meals. Attach the returned form to Daily Meal Served Report.

Attention Cashiers: Check box if meals still need to be rung up on date served.

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