

# Notification of Field Trip and Request for Bag Lunch Services

For Use by DJUSD Staff Only to notify SNS of Field Trips, even if bag lunches are not ordered.

Please e-mail this request form to:  
Student Nutrition Services (SNS)

Email: [nutrition@djustd.net](mailto:nutrition@djustd.net)

Effective August 2, 2010 bag lunch service must be sent via email to SNS at [nutrition@djustd.net](mailto:nutrition@djustd.net).

Make sure to 'Save As' before you send the form as an attachment to your email.

Please print a copy for your files.

Please call 759-2186 with questions.

**Bag Lunch is provided for activities of district or/school nature only. Service requests must be SUBMITTED 2 WEEKS in advance. You will receive an e-mail confirmation. Please contact SNS at 759-2186 for over night field trip.**

Date of Request: \_\_\_\_\_ Date of Field Trip (Pick Up Lunches): \_\_\_\_\_

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

Name & Title of Requester: \_\_\_\_\_

Room Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Additional contact information: \_\_\_\_\_

How many students are attending the field trip? \_\_\_\_\_

Are Bag Lunches Needed: Yes  No

How many Bag Lunches are needed? \_\_\_\_\_

Please list students names for whom bag lunches are being ordered (attach additional sheets if needed). At time of distribution, please check off each student who receives a lunch. Use the squares below to check off the names of students as you hand them out on the field trip.

NAME OF STUDENT AND ID NUMBER	SERVED	NAME OF STUDENT AND ID NUMBER	SERVED
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Additional Instructions/Comments: \_\_\_\_\_

**To be completed by SNS:** Bag Lunch Meal: \_\_\_\_\_  
*Approval* \_\_\_\_\_ *Kitchen Manager Signature* \_\_\_\_\_

I certify that each student listed & checked above received a complete bag lunch meal. Please return this form to the cafeteria manager.

**Signature of Person Distributing Lunches:** \_\_\_\_\_

Please notify us through e-mail [nutrition@djustd.net](mailto:nutrition@djustd.net) if you make any changes in your request such as the date, time, number, etc.  
 Thank you for your cooperation.