



**Field Trip Request for Sack Lunches**  
 [to be completed by the classroom teacher]

Date Ordered: \_\_\_\_\_

Name: \_\_\_\_\_ Classroom Number \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Number of Student Lunches \_\_\_\_\_ Number of Adult Lunches \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Budget Code (if needed) \_\_\_\_\_

- If lunches are taken from school grounds, proper food quality and temperature must be maintained to minimize risk of food-borne illnesses. The teacher and/or field trip chaperones are responsible for maintaining cold food at or below 41°F. A thermometer and a Food Safety and Temperature Control handout will be provided with each field trip.
- The digital thermometer must travel with the food. The digital thermometer must be used by a designated teacher to confirm safe temperatures before departing the campus and again before students are served. Teacher must use alcohol wipes to sanitize thermometer when going from milk to deli meats.

**Insulated Cooler Checkout:**

Coolers are available on a limited basis; if items are damaged or not returned, the school or program will be billed. For missing items the following will be billed: \$100 cooler, \$25 thermometer, \$10 blue ice packs. Unless consumed within an hour of pickup, it is necessary that blue ice packs are used in insulated coolers.

Coolers needed for field trip

If students do not pick up their lunch through the line before the field trip:

TOTAL MILK COUNT: WHITE 1% \_\_\_\_\_ WHITE, SKIM \_\_\_\_\_ CHOCOLATE, SKIM \_\_\_\_\_

TOTAL COOLERS CHECKED OUT: \_\_\_\_\_ COOLER NUMBERS: \_\_\_\_\_

THERMOMETER CHECKED OUT: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Lead Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL COOLERS CHECKED IN: \_\_\_\_\_ COOLER NUMBERS: \_\_\_\_\_

THERMOMETER CHECKED OUT: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Lead Signature: \_\_\_\_\_ Date: \_\_\_\_\_