

Eugene School District 4J  
Nutrition Services

## Request for Field Trip Lunches

Please complete and return 3 weeks prior to date of field trip

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

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

Date of field trip:	# of students requiring a meal
Time meals need to be ready and picked up:	Room #
Teacher's name:	Point of contact if different from teacher:

Are there any students with dietary restrictions, special diets or allergens?

i.e. vegetarians, vegans, gluten intolerant, dairy free, etc.

Please give the names of these students, for each request.

---

### Instructions

#### 3 Weeks Prior to Field Trip:

- Complete and return this form to [nutrition@4j.lane.edu](mailto:nutrition@4j.lane.edu) **three weeks prior** to the field trip date.

#### On the day of the field trip:

- Before boarding the bus, staff will pick up the field trip lunches at the kitchen.
- Communicate with kitchen staff for what class room you're picking up for.
- As staff picks up the lunches, the coordinator or designated food service staff will have them ready with milk into an insulated bag ready for transportation. Milk must be taken with sack lunches.
- **In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the kitchen.**
- Signature below indicates faculty member understands and agrees to serve all menu items within the above stated 4 hour period.

Teacher's Signature: \_\_\_\_\_