

**Sack Meal Request**

Requested by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Breakfast - Brunch / Lunch - circle one or more

Destination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick up location / date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Adult meals (B=$2.50/L=$3.90)\_\_\_\_\_\_\_\_\_\_\_

Contact phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)

**Important Info:**

-Submit this request form to Nutrition Services staff at your site 10 days *prior* to field trip. Request can also be scanned to dcano@woodville.k12.ca.us, at Woodville Cafeteria or faxed to 687 - 1615.

- This form is used to request meals for students any time they will not be on campus during the regular school day to receive a meal.

- Complete the ‘Sack Lunch Roster’ form with student names that have pre-ordered a meal and submit with this request.

- The day of the field trip the teacher will be provided with a list of students on the field trip that have ordered a meal. The teacher must check off the name of each student as they receive the meal. If a printed list is not available a blank form will be provided so the teacher may list the student’s name as they receive a meal

- Completed roster with total meals served must be hand-delivered to Cafeteria where lunches were picked up as soon as possible so we can account for meals. If you return to the district after 2:00 pm please fax / scan the list to Woodville Cafeteria

- Please contact the Woodville Cafeteria with any changes or cancellations.

WUSD 686 9713 ext 147

-In the event meals are not picked up due to an error on the school/teacher’s part and the Woodville Cafeteria is not notified in a timely manner the school will be billed for the meals.