



West Linn – Wilsonville Schools

CLASSROOM LIST TO REQUEST FIELD TRIP LUNCHES

Today’s Date_____ Date of Field Trip_____ Departure Time_____

Teacher’s Name_____

The sack lunch contains a whole grain cream cheese bagel/roll, cheese stick, fruit, vegetable and a juice. Milk is available if there is refrigeration. Food items may vary within food groups depending on inventory or need. Standard lunch charges apply based on eligibility.

Instructions: The kitchen lead needs to receive either the CLASSROOM LIST or the SACK LUNCH PARENT REQUEST slips a minimum of 2 school days before the date of the field trip. More notice is greatly appreciated. The lunches will have the student’s last name and ID number on the sack. All lunches will contain all items, placed in a sack then a box with the teachers name ready for pick-up 1 hour before departure. Keep refrigerated as long as possible. Individual accounts will be charged. All forms or copies must be kept on file in the kitchen to document meal charges. Kitchen staff will need to complete a separate daily production record for all field trip meals. A small amount of milks will be sent if refrigeration is available. School staff, please ensure there is access to water during the trip. The CLASSROOM LIST can be completed by the teacher with permission from each parent, or can be completed by each student at a middle or high school with permission from their parent. Both the name and ID number needs to be on the list. The FIELD TRIP SACK LUNCH PARENT REQUEST slip is an individual form sent home for each parent/guardian to sign requesting a school lunch.

Student’s Name	ID#	Student’s Name	ID#