



Field Trip Sack Lunch Request Procedures

1. Requesting teacher must complete the field trip request form and submit to cafeteria manager at least 10 days prior to the date of the field trip.
2. We understand you may not know the exact student count when the form is submitted but with an estimate the cafeteria manager will be able to prepare for the field trip.
3. Please follow-up with the cafeteria manager the day before the field trip to confirm the number needed and the time you will pick up the lunches.
4. On the morning of the field trip when picking up lunches, the cafeteria manager will need a roster with ID numbers of each student taking the sack lunch.
5. Requesting teacher or organization must provide coolers at the time of pick up in order to maintain the proper temperature of the food or milk during the field trip.



Judson ISD Child Nutrition

Field Trip Sack Lunch Request

Field Trip Information

Date of Field Trip: _____

Requesting Teacher: _____

Grade Level: _____

Contact Number: _____

Student Count: _____

Lunch Pick-up Time: _____

Please remember to provide coolers in order to keep food and milk at the proper temperature during transport.

You must submit requests for field trip sack lunches to the cafeteria manager at least 10 days prior to the date that they are needed. This allows time for the cafeteria manager to order and receive the product for these lunches.

The cafeteria manager will need a roster of students with their ID numbers when the lunches are picked up from the cafeteria the morning of the field trip.

Any questions or concerns, please contact your campus cafeteria manager or the Child Nutrition office at (210) 945-6720.

Requesting Teacher Signature

Date submitted

Manager Approval

- Approved
 Rejected

Manager Signature

Date Request Received