

## HUNTINGTON BEACH UNION HS DISTRICT Food Services/Field Trip Lunch Request Form

In order to ensure availability and delivery, please request Field Trip Lunches **ten (10) business days** prior to the trip.

School \_\_\_\_\_ Today's Date \_\_\_\_\_

Teacher (Requested By) \_\_\_\_\_ Phone # \_\_\_\_\_

Room Number \_\_\_\_\_ Destination \_\_\_\_\_

Date of Trip \_\_\_\_\_ Time Lunches will be picked up from Cafeteria \_\_\_\_\_



**MENU CHOICE:** Please circle your menu selection for the day.

Combo 1

Turkey Ham & Cheese Sandwich(keep cold)  
Fruit  
Juice \_\_\_\_\_ OR \_\_\_\_\_  
Milk # white \_\_\_\_\_ # Chocolate \_\_\_\_\_  
Total # Combo 1 Lunches: \_\_\_\_\_

Combo 2

Peanut Butter & Jelly Sandwich  
Fruit  
Juice \_\_\_\_\_  
Milk # white \_\_\_\_\_ # Chocolate \_\_\_\_\_  
Total # Combo 2 Lunches: \_\_\_\_\_



Number of Student PAID Lunches \_\_\_\_\_ @\$3.00 = \_\_\_\_\_  
 Number of Student PAID Lunches \_\_\_\_\_ @\$0.40 = \_\_\_\_\_  
 Number of Student PRE-PAID (ON ACCOUNT) Lunches \_\_\_\_\_ @\$0.00 = XXX \_\_\_\_\_  
 Number of Adult PAID lunches \_\_\_\_\_ @\$4.30 = \_\_\_\_\_

TOTAL LUNCHES ORDERED \_\_\_\_\_ TOTAL DUE \_\_\_\_\_

FIELD TRIP PROCEDURE

- Submit this Lunch Request Form to the site Food Service Manager 10 business days prior to the trip, retain the goldenrod receipt. A copy (pink) will be returned to you, confirming the order with the Cafeteria.
- Call the Food Service Manager two (2) days before delivery to confirm your order count.
- A meal roster must be provided when the teacher or designated staff member pick up the lunches.** A teacher's classroom attendance list may be used as a meal roster. Place a check next to the name of the student at the time they receive their lunch. This list confirms the students actually receiving meals during the field trip and must be entered into the computerized meal count system. **Meals will not be given to students that are not present at the Field Trip event.**
- Payment for lunches may be accepted at the time the order is confirmed or when the lunches are received.
- To cancel an order, you must call your food service manager.** If the order is not cancelled and the sack lunches are prepared for your classroom, your students will receive the sack lunch rather than the menu lunch.

**RETURN COOLER TO THE CAFETERIA BY THE DAY AFTER RETURNING FROM TRIP.**

(District's Cafeteria Use Only)  
Date Lunch Request Confirmed \_\_\_\_\_ Food Service Manager \_\_\_\_\_

**Distribution:** 1) Cafeteria 2) Delivery Label 3) Confirmation/Teacher 4) Teacher