Sack Lunch Request for Field Trips

1. Complete the Sack Lunch Request Form. If more than one class per grade level is participating, then one teacher should turn in all requests on one form for that grade level showing the number of either free, reduced or full price lunches for each teacher. Each teacher is to initial by the requested number to verify that the numbers listed are correct.
2. Turn in the request form to the financial clerk, Gloria Bonilla.
3. **As a precautionary measure the one person responsible for turning in the sack lunch request may want to submit a sack lunch reminder to the cafeteria mailbox and check with the cafeteria manager the day before the scheduled field trip.**

Date: _____

To: _____
Financial Clerk

From: _____

RE: **Sack Lunches**

The class(es) listed below will be on a field trip on _____from_____ to _____. They will need the following number of sack lunches prepared:

Total Number Requested	Cost of Lunch
	Free Lunch
	Reduced Lunch
	Full Price Lunch

_____ _____
Teacher Signature Grade

Initials	Teacher	Free Lunch Total	Reduced Lunch Total	Full Price Lunch Total