



***Gadsden Independent School District
Student Nutrition Program***



TO: CAFETERIA MANAGER
FROM: ADMINISTRATIVE TEAM/ATHLETICS
RE: UPCOMING FIELD TRIPS/ATHLETIC EVENT

Date of Field Trip/Athletic Event _____

Date of Request _____

Grade Level & Teachers/Sport & Coach _____

Number of Students Going _____

Total No. of Student Sack Lunches: _____ No. of Adult Sack Lunches _____

Time of pickup for sack lunches: _____

ACTION REQUIRED BY CAFETERIA:

Sack Lunches Required: () YES () NO

INSTRUCTIONS: (Please Read Carefully)

- **Teachers are to verify lunch count indicated above with the cafeteria manager in the morning of the scheduled field trip. Cafeteria manager verifies exact lunch count with each classroom roster when preparing sack lunches.**
- **Orders must be turned in 2 weeks in advance prior to Field Trip/Athletic Event.**
- **Please turn in this form to your cafeteria manager in the cafeteria ahead of time when turning in packet. Keep a copy and give a copy to the cafeteria manager.**
- **If for some reason your trip is cancelled please advise the cafeteria manager as soon as possible and give her another copy of this sheet with the word "Cancelled" written across.**
- **Whether or not taking a sack lunch it is required to turn in this sheet to the cafeteria manager.**
 - **Adult lunches must be paid the day of the Field Trip/Athletic Event.**