

Field Trip Sack Lunches

Request

- A FULL two weeks (14 days) prior to event complete the Sack Lunch Request form.
- Indicate total number of meals needed for event.
- Email completed form to Evelyn Parra (eparra@crosbyisd.org).
- DO NOT submit request to the cafeteria manager ONLY the dietitian can approve or coordinate sack lunches.

Confirm

- Dietitian will e-mail the school official if we can accommodate their request or not.
- Dietitian will include reminders for coolers, allergens, and student roster requirements.
- The day before the event administrator must submit class rosters noting every student who will be receiving a sack lunch to the Cafeteria Manager.

Pick-Up

- Depending on the time/school, administrator will have two options:
 - Provide a pre-marked roster indicating the student's id number and choice of white or chocolate milk.
 - Students come through the line and pick up their sack lunch and choice of milk before leaving.
- If students do not come thru the line, administrator must sign and return the roster attesting meals provided were given to students.

Crosby ISD Nutrition Services Field Trip Sack Lunch Request

IMPORTANT: Two weeks advance notice is required in order to insure availability.

1. Cooler(s) for maintaining food safety are the responsibility of the teacher/school requesting meals.

2. Ideally, students should stop by the cafeteria and pick up their own sack lunch before leaving.

3. If students do not pick up their own meal, the school official is responsible for marking a roster and returning it to the cafeteria after the field trip.

School:

Today's Date:

Name:

Phone:

Field Trip Sack Lunch Request	Date of Trip	Grade	Number Ordered
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			
Sack Lunches			

Please Select Only ONE of Lunches Listed Below per Event

- “Nacho Lunch” Kit contains:
 - Land O Lakes Cheese Cup
 - Nacho Chips
 - Fresh Apple Slices
 - Cool Tropics Drink
 - 1% white or fat-free chocolate milk
- “Dippable Allergen Approved Lunch” Kit contains:
 - Sunbutter Cup
 - Grahams
 - Fresh Baby Carrots
 - Fresh Apple Slices
 - 1% white or fat-free chocolate milk

Submit completed form by e-mail individual listed below.

Evelyn Parra
eparra@crosbyisd.org