

Date Put list on Frig. _____

Date Informed Staff _____

FARMERSVILLE UNIFIED SCHOOL DISTRICT
FIELD TRIPS AND EXCURSIONS
CAFETERIA NOTIFICATION

If you have a field trip planned, the following steps are necessary in order for the cafeteria to fill your needs:

1. Turn in Cafeteria Notification form and a list of the students in your class at least fourteen (14) days before the trip. This form must also have the student ID numbers. **If you do not need any meals your are still required to notify us via this form of how many students will be absent or gone on that day.**
2. On the morning of your trip, bring the list for the sack lunches to the Cafeteria site to receive the lunches. Check off those students in your class that day that are going on the trip. If you do not bring the checked off list, you will not receive the lunches.

Please complete the appropriate sections

Section A

ELEMENTARY SCHOOL SACK LUNCH ORDER

Requesting teacher: _____

Total number of sack lunches _____

Date(s) _____

Field Trip _____

Time Lunches Will Be Picked Up: _____

Departure Time _____

Section B

STUDENT NAME	GRADE	***CAFETERIA USE ONLY***
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		