

**Sacramento City Unified School District  
Nutrition Services Department**

**Scheduling and Notification of Field Trips  
(Food Request)**

Please notify the Cafeteria Lead staff member at your school two weeks in advance of the date of your proposed field trip.

We need advance notice to order food and supplies we don't keep on hand, and to arrange for the staffing necessary to prepare the meals.

School Site: \_\_\_\_\_

Date(s) of Field Trip: \_\_\_\_\_

Time leaving school: \_\_\_\_\_

Estimated time of return: \_\_\_\_\_

*Select the appropriate option from the following:*

Students will not participate in cafeteria lunch today.

Students will not return in time for their regular lunch. Please arrange an alternate meal time, if possible.

Students will eat lunch off-site. Number of meals needed: \_\_\_\_\_

Teacher making request: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**PLEASE SEND THIS FORM TO THE CAFETERIA LEAD STAFF MEMBER.**

*NOTE: Please use a class roster to check off each child as he/she receives a complete bag lunch. Please return the roster to the cafeteria Lead staff member as soon as possible after the field trip.*