

# FIELD TRIP BAG LUNCH ORDER FORM

Orangeburg Consolidated School District Four

**\*\*\* DO NOT ATTACH THIS FORM TO THE FIELD TRIP REQUEST FORM! \*\*\***



Bag lunches are provided for activities of district or/school nature only. Service requests must be **SUBMITTED FIFTEEN (15) WORKING DAYS** in advance. If you need the cafeteria to prepare bag lunches for your students, please complete the information below and return to **Angela Robinson at the District Office**.

School Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Description of event/place: \_\_\_\_\_

Date bag lunches needed: \_\_\_\_\_

**ICE CHESTS ARE LIMITED! YOU MAY BE ASKED TO BRING YOUR OWN ICE CHESTS.**

Number of **STUDENT** bag lunches requested: \_\_\_\_\_ Milk: White \_\_\_ Chocolate \_\_\_ Lactose Free \_\_\_

Number of **ADULT** bag lunches requested: \_\_\_\_\_ Milk: White \_\_\_ Chocolate \_\_\_

**TOTAL** number of bag lunches requested: \_\_\_\_\_ **TOTAL- Milk: White \_\_\_ Chocolate \_\_\_ Lactose Free \_\_\_**

Requested time that bag lunches are to be ready for pickup: \_\_\_\_\_

Person(s) that will be picking up bag lunches from cafeteria (if applicable): \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**When serving bag lunches, good sanitation practices must be followed. All potentially hazardous foods must be held in ice chests with ice surrounding those foods. Ice is available from the cafeteria.**

**Federal regulations require us to record which students receive a bag lunch. A roster must be checked as students are served a bag lunch. The roster needs to be returned to the cafeteria cashier after the service of the meal. Based on the checked roster, the number of bag lunches served is added to the school's lunch count for the day.**

**Bag lunches must be served between 10:00 am and 2:00 pm.**

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Nutrition Director)

**Please provide updated count of both students and adults requesting a bag lunch three days prior to date bag lunches are needed.**