

Field Trip Meal Request

School Requesting Field Trip Meals:	
**************************************	NTION**************
All orders must be placed two weeks in advance	
Sec	ction I
Teachers Full Name	
Date of Request	
Date of Field Trip	
Total Number of Students	
Field Trip Meals Requested	
# of White Milk	
# of Chocolate Milk	
Time of Meals will be needed	
Cold Entrée Hot Entrée (only available 7:30am or after) Cheese Stick Fresh Fruit (8oz) Choice of Milk: White or Chocolate **Adult Breakfast \$2.50	Sub Sandwich: Turkey or Ham w/Cheese Chips Cold Veggie (6oz) Fresh Fruit (4oz-8oz) Choice of Milk: White or Chocolate **Adult Lunch \$4.75
	g on the morning of the field trip. dent names for each meal ordered**
Section II (Foo	od Service Only)
Number of Meals Prepared	
Number of Coolers	
Section III (Fo	od Service Only)
Number of Meals Posted in POS	
Number of Meals Retuned	

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Programinformation may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To le a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/les/documents/usda-programdiscrimination-complaint-form.pdf, from any USDA o-ce, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in su-cient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture O-ce of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (200) 690-7442; email: program.intake@usda.gov | This institution is an equal opportunity provider.