

## Lunchroom Field Trip Report

Note: This report or an email should be completed and sent to the Production Kitchen ***at least three (3) days prior*** to field trip and/or special event.

### To: Production Kitchen & School Office at Name of School Furnishing Hot Lunches

### From:Name of teacher(s)

Please be informed of the following field trip/special event date(s) and the number of students to be absent during the lunch period.

If you need bag lunches, please contact the kitchen in advance.

Date of trip/event: Click or tap to enter a date.

Grade Level:

Approximate number of fewer lunches:

Name of Person Submitting Report:

Date Submitted: Click or tap to enter a date.

*\*Failure to submit this Report may result in school being held responsible for meal overproduction costs.*