

**EAST BATON ROUGE PARISH SCHOOLS
Child Nutrition Program**

Today's Date: _____ **Form to Request Bag Lunches**

- 1.) A two (2) week advance notice is required to obtain bag lunches so food can be ordered to prepare the meals.
- 2.) Requests for bag lunches needed during the month of May should be submitted by the 1st day of the third week of April.
- 3.) The classroom teacher or person in charge of the field trip must supply and make sure that ICE and CLEAN ICE CHESTS are provided to the cafeteria no later than two days in advance of the field trip. In most cases, more than one ice chest will be needed.
- 4.) Each teacher should request bag lunches on separate bag lunch request forms.
- 5.) The bag lunch request form should be filled out including student names listing students who will need a bag lunch for the field trip/event.
- 6.) When bag lunches are picked up on the day of the event, the teacher in charge must verify the list of students going on the field trip and sign that the meals were received. This allows student meal accounts to be debited and provides for federal program accountability.**

Teacher's Name: _____ Time Lunches Needed: _____

Date Lunches Needed: _____ Number of Lunches Needed: _____

Write below the Number of Each Type of Milk Needed:

_____ Skim Chocolate _____ Skim Strawberry _____ Low Fat White Milk _____ Skim Milk

Write names of Students needing bag lunches for field trip/event:

Student's Name	Student's Name
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

To meet federal accountability for meals served, I verify that _____ meals were picked up and the list of students
(Number of meals)

above is accurate listing the names of only the students who are receiving a bag lunch. Any other students listed above that are not receiving a bag lunch should be marked out. For example, if 20 bag lunches are received, then there should be only 20 student names on the list above.

Person Picking up Meals: _____ Date: _____ Time: _____

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QUICK REMINDERS for TEACHERS

*****Take ICE and CLEAN ICE CHEST to the cafeteria no later than two days in advance of the field trip.**

*****The day before the trip, remember to confirm the number of bag lunches needed with the Cafeteria Manager.**

*****Take the list of students receiving bag lunches to the cafeteria when bag lunches are picked up.**