



Petaluma City Schools

ORDER FORM FOR FIELD TRIP LUNCHES

This form is due two weeks prior to your field trip

DATE OF FIELD TRIP _____

Step 1:

School: _____

Teacher(s): _____

Total Lunches Needed: _____ **Total Milk Needed:** _____

Names of students with food allergies: (Print Clearly)

Step 2:

WHAT TEACHER WILL DO ON FIELD TRIP DAY

Please check one

Have students pick up their lunches in the cafeteria by 8:30 and have cafeteria staff assist students in receiving their lunches and recording in our P.O.S. system.

OR

Teacher picks up all sack lunches in a box by 8:30 a.m. and provides a class roster (on the day of or the day after) with the names of those students who RECEIVED a lunch checked off on the roster. Rosters should be given to the cafeteria worker at your school site.

If these options do not work for you, please contact Kelly Jovick, Production Manager at Petaluma Junior High: 707-778-4733 or kjovick@petk12.org

***We appreciate your help in meeting Federal Guidelines in accurately reporting field trip lunches.**