



# Field Trip Lunch Order Form

Dear Parent/Guardian:

Teacher's Name \_\_\_\_\_

For your convenience, Chartwells has created a Field Trip Lunch option for your child. Please fill in all the information below and return to your child's teacher by \_\_\_\_\_.

For our class' upcoming field trip to, \_\_\_\_\_ on, \_\_\_\_\_, you may pre-order a lunch for your child. The cost of the lunch is the same as lunch at school and will be deducted from your student lunch account via your child's pin number. Students currently receiving a Free/Reduced price meal will be charged at the Free/Reduced price rates.

\_\_\_\_\_ No, I do not want to order a lunch from school.

\_\_\_\_\_ Yes, please make a lunch for me!

Student Name: \_\_\_\_\_

Student Pin Number: \_\_\_\_\_

**\*\* Please Circle Lunch Choice below \*\***

<u>Option 1</u> Fun Lunch	<u>Option 2</u> PB&J	<u>Option 3</u> Ham & Cheese (nut/peanut free)
Blueberry Muffin, String Cheese, Cheddar Goldfish Crackers, Juice Box, Carrots & Milk	Peanut Butter & Jelly Sandwich, Cheddar Goldfish Crackers, Juice Box, Carrots & Milk	Ham & Cheese Sandwich, Cheddar Goldfish Crackers, Juice Box, Carrots & Milk

**Instructions below line for office use only. Admin Assistants please:**

- 1) E-mail to food service including date/time and number of students participating in field trip to [fieldtrips@neenah.k12.wi.us](mailto:fieldtrips@neenah.k12.wi.us)
- 2) After collecting completed forms from classrooms, email the sum of each option to [fieldtrips@neenah.k12.wi.us](mailto:fieldtrips@neenah.k12.wi.us)
- 3) Give completed Field Trip Lunch order forms to your school cafeteria staff. Cafeteria staff will put meals into Infinite Campus.