



# Ogden Preparatory Academy

## Field Trip Request Form for Meals Served Away from School

This form must be completed two (2) weeks prior to the date meals are requested and turned into the Lunch Manager. The Field Trip Request form must be completed and approved by the Principal prior to this form being submitted. Only approved meals served at eligible off site activities may be claimed for reimbursement. Please encourage your students to participate in school lunch for this day.

To be completed by requesting teacher:

| REQUEST   |                           |
|---|---------------------------|
| Teacher submitting request:   |                           |
| Date of Request:  | Date of Field Trip:       |
| Field Trip Location:  |                           |
| Number of Requested Lunches:<br><i>Adult lunches must be paid for on or before the day of the field trip. All receipts must be given to the lunchroom for every adult lunch on the day of the field trip.</i> | Students:                 |
|   | Adults:                   |
| Debit Teacher account for the day:  | Yes    No    (circle one) |
| Teacher Signature:  |                           |

Provide a list of all students who will be receiving a school lunch for this day to the Kitchen Manager.

| APPROVAL<br><i>For Kitchen Manager use only</i> |  |
|---|--|
| Date received:                                  |  |
| Date Copied and Returned to Teacher:            |  |
| Lunch Manager's Signature:                      |  |
| Sandwich type and quantity:                     |  |