



## DEPARTMENT OF EDUCATION

### Food and Nutrition Service Management Division

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Judith T. Won Pat, Ed.D  
Superintendent of Education

Anthony Sean Monforte  
Administrator

### FIELD TRIP REQUEST FORM

Field trip request forms **must** be submitted to the cafeteria supervisor at least one week prior to the requested date with an estimated number of participants. A final count of participants should be provided to the cafeteria supervisor at least two days prior to the requested date.

**Option 1:** **Turkey & Cheese Sandwich on Whole Grain Pullman Bread, Baby Carrots,  
Fresh Whole Fruit & Low-fat Milk**

**Option 2:** **Turkey Ham & Cheese Sandwich on Whole Grain Pullman Bread, Baby Carrots,  
Fresh Whole Fruit & Low-fat Milk**

Name of School: \_\_\_\_\_

Name of Organization/Club: \_\_\_\_\_

Request Date/Day of Field Trip: \_\_\_\_\_ Request Pick up Time: \_\_\_\_\_

Date of Submission: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Number of Participants with Special Dietary Needs: \_\_\_\_\_ Special Meal Requests: \_\_\_\_\_

Requested by GDOE Admin./Teacher: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Signature: \_\_\_\_\_

**This institution is an equal opportunity provider.**