



HOWARD LAKE  
WAVERLY · WINSTED  
Public Schools

## Field Trip Bag Lunch Request Form

All staff members who plan field trips need to make the kitchen staff at their building aware that their students will be gone and to request bag lunches for those students who may need them.

Complete this form and return it to Michelle Johnson ([foodservice@hlww.k12.mn.us](mailto:foodservice@hlww.k12.mn.us)) at the high school **ONE WEEK PRIOR** to the field trip. Also, please avoid having “multiple” people giving information to the kitchen staff. Designating one staff member as the person in charge of contacting the kitchen staff makes things easier and lets us know who to contact if we have a question (if an entire grade is going, there should be a contact person at each building). Thank you for your assistance.

Name of Staff Member/contact person \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

**DATE OF FIELD TRIP** \_\_\_\_\_

How many students will be attending the field trip from your building? \_\_\_\_\_

How many students are staying back and will be at lunch that day? \_\_\_\_\_

How many students need a bag lunch? \_\_\_\_\_

What time will you pick up your bag lunches for the field trip? \_\_\_\_\_

Names of students needing a bag lunch:

Name	Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Use back side of this form to list more names
- A staff member **MUST** pick up the bag lunches from the lunch room the morning of the field trip