



Please submit this form to your kitchen manager at least 10 school days* before your scheduled field trip. If you do not need any meals, you are still required to notify the cafeteria via this form on how many students will be absent or gone from school that day.

Meals will be ready for pick up at the time you designate below. You must provide your own student roster sheet for meal claiming on the day of the field trip. All roster sheets must note what each student ordered and which students received a meal. Completed roster sheets must be turned into the kitchen immediately the following school day.

If you have any questions, do not hesitate to contact your school kitchen, or the Nutrition Office at 503-565-4045.

Required Field Trip/ Event Information

**All meals are served with fresh fruit, vegetables, and milk without exception.*

Point of Contact Name:	Date of Field Trip:
Class/Room Number(s) (if applicable):	Meal Pickup Time:
Phone Number:	
Estimated # of Students Attending Trip:	
Estimated # of Meals Requested:	
Number of chocolate milk cartons:	Number of white milk cartons:
Dietary Accommodations Requested/Notes:	

Field Trip Food Safety

Here are some bagged lunch storage tips to help you avoid food borne illness while on your trip.

- Pack the bagged lunches in insulated coolers with ice packs (both may be available through Food Services)
- Ask the field trip site you're visiting if they have refrigeration space to store bagged lunches once you arrive.
- If refrigeration space is not available, store the coolers containing the bagged lunches in a secure area out of the sun.
- Have students thoroughly wash/sanitize their hands before eating.





Por favor, presente este formulario al gerente de cocina al menos 10 días escolares* antes de su excursión programada. Si no necesita comidas, todavía debe notificar a la cafetería mediante este formulario cuántos estudiantes estarán ausentes o no estarán presentes en la escuela ese día.

Las comidas estarán listas para recoger a la hora que usted indique a continuación. Debe proporcionar su propia hoja de registro de estudiantes para reclamar las comidas el día de la excursión. Todas las hojas de registro deben indicar qué pidió cada estudiante y cuáles recibieron una comida. Las hojas de registro completadas deben entregarse en la cocina inmediatamente al siguiente día escolar.

Si tiene alguna pregunta, no dude en comunicarse con la cocina de su escuela o con la Oficina de Nutrición al 503-565-4045.

Información Requerida sobre la Excursión/el Evento

**Todas las comidas se sirven con fruta fresca, verduras y leche, sin excepción.*

Nombre del punto de contacto:	Fecha de la excursión:
Class/Room Number(s) (if applicable):	Hora que recogerá las comidas:
Número de teléfono:	
Estimated # of Students Attending Trip:	
Estimated # of Meals Requested:	
Number of chocolate milk cartons:	Number of white milk cartons:
Dietary Accommodations Requested/Notes:	

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