Chippewa Valley Food Service
Student Field Trip Notification Form

1. Complete this form for any event that will impact food services.

2. Submit 2 weeks PRIOR to event. Call Ext. 2110 (Food Services) for further assistance.

3. Copy and Distribute: Food Service Dept. – Administration Building
   Food Service Lead Server – Building
   Main Office – Building

Date of Event: _____ School: _____

Name of Teacher: _____ Room # _____ Phone Ext. #: _____

☐ Request for Bag Lunches #_____ Date and Time Needed: _____
_____

☐ Class Absence Number of Students Absent that Regularly Buy Lunch: _____
Lunch Period (Times): _____

Attach list with the names of students for bag lunches or any Additional Information

Food Service Use Only

Items Shipped	Quantity	Date