

**MERCEDES ISD  
CHILD NUTRITION SERVICES  
FIELD TRIP REQUEST FORM**

Date of Request: \_\_\_\_\_ Date of Sack Lunch: \_\_\_\_\_  
Date of Sack Breakfast: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Program: \_\_\_\_\_

Teacher: \_\_\_\_\_ Telephone: \_\_\_\_\_

Total of Meals Requested: \_\_\_\_\_ Breakfast or Lunch (circle one)

**CANCELLATION OF CAFETERIA MEALS WILL BE MADE  
AUTOMATICALLY.**

**SPECIAL DIET INSTRUCTION SHEET**

Student's Names and Special Diets (if any and on file) ex: Johnny V. (lactose intolerant):

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Teacher Requesting: \_\_\_\_\_ CNP Signature: \_\_\_\_\_

**Instructions for Sack Lunch**

1. Sack lunch requests for field trips must be received by the Cafeteria Manager in writing 10 instructional days in advance. No exceptions.
2. Campus wide sack lunches for TAKS or special events must be received by the Campus Cafeteria Manager in writing 10 instructional days in advance.
3. All requests must be in writing. We will not accept telephone orders.
4. Please specify any Special Diets needed. Provide the name of the student and his/her special diet. The number of special diets requested should already be included in the total number of lunch requested.
5. A list with names & ID numbers of students attending field trip shall be submitted to Cafeteria Manager prior to departing.
6. **For large group trips, each classroom will have to provide 2 ice chests.**