

SITE REQUEST FOR FIELD TRIP APPROVAL

(Must be submitted to Sponsor at least one week in advance of field trip date)

SITE NAME _____ IRN # _____

NAME OF SITE SUPERVISOR _____

FIELD TRIP INFORMATION:

DATE OF REQUESTED TRIP _____

LOCATION _____

TELEPHONE NUMBER AT FIELD TRIP SITE _____

NUMBER OF CHILDREN PARTICIPATING IN FIELD TRIP _____

NAMES OF SFSP TRAINED STAFF ATTENDING _____

FOOD SERVICE INFORMATION:

TIME OF MEAL SERVICE DURING FIELD TRIP _____

NUMBER OF MEALS TO BE TRANSPORTED _____

EXPLAIN HOW MEALS WILL BE KEPT AT THE PROPER TEMPERATURE DURING TRANSPORT AND SERVICE: _____

As the designated site supervisor, I understand that all meals transported for service during a field trip MUST:

- 1) be approved by the sponsoring agency
- 2) contain all required meal components
- 3) be kept in a safe and sanitary manner
- 4) be served at a temperature of 40 degrees or below
- 5) be served at state approved meal service time

SIGNATURE SITE SUPERVISOR _____ DATE _____

AUTHORIZED SIGNATURE OF SPONSOR APPROVAL _____ DATE _____
Revised 01/14