



999 Jamaica Ave
 Brooklyn, NY 11208
 T 718.235.3592
 F 718.235.4028

Renel Piton, Principal
 Joanna Berenson, Assistant Principal
 Erika Hurtado, Assistant Principal

Brooklyn **L**ab **S**chool

FIELD TRIP MEAL REQUEST

PLEASE COMPLETE THE FOLLOWING INFORMATION AND SUBMIT TO KITCHEN:

This form must be submitted to the cook in charge of the kitchen **two weeks prior** to the field trip date.

Today's Date: _____ Date of Trip: _____

Class: _____ Teacher/Supervisor: _____

Trip Destination: _____

Total Students: _____ Student Eligibility: (Please attach a copy of the trip list to the day's Roster.

Free _____ # Reduced _____ # Paid _____

Please check one of the following options:

_____ Please hold the meals until we return from the trip. We will return by _____ pm.

_____ Please prepare non-perishable trip lunches (e.g. Peanut Butter and Jelly Sandwiches, UHT Milk, Fresh Fruit, Individual Apple Sauce)*

_____ Please prepare a bag lunch that requires transporters and ice packs with a Menu developed by the School Food Service Manager. I understand that meals must be kept in transporters with ice packs until service and cannot be removed prior to service.*

Approved: _____

(Principal/Teacher)

(Date)

*NOTE: All requests for off site service need to be approved by a Principal.