

Date Requested: \_\_\_\_\_

School Name: \_\_\_\_\_

**San Juan School District  
REQUEST FOR SACK LUNCHES**

GRADE AND TEACHER REQUESTING LUNCHES: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

BUS LEAVE TIME/MEAL PICK UP: \_\_\_\_\_ (Please do not ask us to have meals ready an hour before your bus leaves. Let us know when you are leaving and we will be ready for you.)

NUMBER OF LUNCHES FOR STUDENTS: \_\_\_\_\_

NUMBER OF LUNCHES FOR ADULTS: (Adult meals must be paid for in advance) \_\_\_\_\_

**(All adult meals must be paid for. We do not provide free lunch for chaperones/bus drivers/teachers)**

NAMES OF ADULTS REQUESTING LUNCH: \_\_\_\_\_

TOTAL # OF CHOCOLATE MILK REQUESTED: \_\_\_\_\_

TOTAL # OF WHITE MILK REQUESTED: \_\_\_\_\_

TOTAL # OF WATER REQUESTED: \_\_\_\_\_

**ONE DRINK PER  
MEAL REQUESTED**

**\*\*LUNCHES WILL BE PREPARED BY THE KITCHEN AND PLACED IN BAGS/BOXES/COOLERS. DUE TO HOURLY WORK REQUIREMENTS AND TIME TO BAG LUNCHES, ONLY THOSE THAT MUST BE BAGGED AS REQUESTED BY THE TEACHER WILL BE INDIVIDUALLY BAGGED. All others will need to be bagged on site at field trip as students go through a line and items are set out for them to take or passed out by adults.**

PRINCIPALS APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: No meals will be prepared unless all items are completed and two week advance notice has been given prior to date needed.

ADDITIONAL NOTES FROM TEACHER (include if lunches MUST be individually bagged):

\_\_\_\_\_  
\_\_\_\_\_

**SACK MEAL MENU**

LUNCH: 1 meat sandwich, chips, fruit, vegetable, cookie, drink

BREAKFAST: 1 muffin, string cheese, fresh fruit, juice and milk (upon request)

Teachers should not request breakfast if your bus is leaving after 7:45 a.m. Students who are leaving after this time should eat breakfast in the cafeteria. Also, if your bus is leaving after lunch time we will be unable to send a lunch for that day, as students should eat in the cafeteria and we can only serve one meal per day per student. **Please return this form to the cafeteria manager once it is complete.**