

**Milford Exempted Village School District
Nutrition Services Department
Notification Form**

FIELD TRIP/CLASS EVENT – NOTIFICATION FORM

For proper planning and to prevent food waste, the cafeteria requires advance notification when students will not be eating in our cafeteria. In the event your classroom and/or grade level will not be eating in our cafeteria on the day(s) of your fieldtrip (or other event), please complete this form and return to the cafeteria.
(Form to be completed 1 week in advance.)

Please Complete The Following Information:

Date of Field Trip/Class Event: _____

Teacher Name(s)/Grades: _____

Estimated # of Students to attend: _____

BOX LUNCH REQUEST

Please let us know if we can be of service to your students by providing box lunches for these events. Box lunches contain the following items: Peanut Butter and Jelly Sandwich or Deli Meat and Cheese Sandwich; Fresh Fruit; Carroteenies; Snack; and Milk. Cost: \$2.00. This meal can be charged to the student's meal account.

Yes		Number of PBJ Lunches		Pickup Time	
No Thanks		Number of Deli Lunches			

Please order box lunches two weeks in advance of your field trip.

CLASSROOM PARTIES/SPECIAL FUNCTIONS FOOD REQUEST

Pizza or other catering is available for classroom parties/school events. Please contact the Nutrition Services Department at 831-5030 for more information.

CAFETERIA THEME DAY REQUEST

Please let us know if you would like to request a CAFETERIA SPECIAL/MENU centered on a special lesson or theme. (i. e. day at the beach, right to read week etc.)

Suggested theme: _____

Your contact information: _____

*Please note this requires advance notification; menus are prepared six weeks in advance.