



PO Box 9363, Toledo, OH 43697-9363 * 419-720-1106 - Fax 419-243-9960

FIELD TRIP REQUEST FORM

(Must be submitted 14 business days in advance of EACH field trip date)

SITE INFORMATION

Site name: _____

Program Name: _____

Name and phone# of authorized person completing this form: _____

Today's date: _____

FIELD TRIP DETAILS

Field Trip Date: _____

Location and address of the field trip:

The attending Site Supervisor's contact information:

Number of children attending the field trip: _____

Number of cold/packed lunches needed: _____

**Cold meals must be served at 40 degrees or below.*

Meal serving time: _____

Number of meals needed at the home site for children NOT attending the field trip: _____

***A trained server must be present.*

Please email or fax the completed form to:

katelin@connectingkidstomeals.org or FAX: (419)-243-9960

For any questions, contact the office at 419-720-1106.