



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

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