



## 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.*

Completed forms must be  
emailed to [Docs@connectingkidstomeals.org](mailto:Docs@connectingkidstomeals.org)  
or brought into the Warehouse.

This form is required to be submitted at least 10 business days prior to the field trip.

Call (419) 720-1106 with any questions.