

**School Field Trips**

1. If you are planning a field trip with your class, please notify the café a minimum of 2 weeks in advance, otherwise we are unable to guarantee sack lunches will be available.
2. If you are going on a field trip and NOT eating school meals, please still let the café know so that meals are not prepared on campus.
3. The day before the field trip verify with the café:
	* + That lunches will be ready for you - Or –
		+ Verify that you will be gone and will NOT need lunches.
4. Day of the Field Trip:
	* + Make sure that your sack lunches and milk are on the van/ bus before you leave.
5. When you return to school, please return ice chests to the cafeteria.

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|  | **Filled out by Teacher** |
| Teacher’s Name **|** Grade Level |  |  |
| Today’s Date |  |
| Date of Field Trip |  |
| Number of Student Meals |  |
| Number of Adult Meals  | #\_\_\_\_\_\_\_ | X $3.50 |
| Total Expected Cash: $\_\_\_\_\_\_\_\_ |
| Any adult allergies? |  |

Please return completed form to Café Manager at your site.

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| **Site** | **Café Manager** | **Email** | **Phone Ext** |
| Dos Rios | Leslie Matta | LMatta@uesd.org  | 7033 |
| Hurley Ranch | Marlenne Pineda | MPineda@uesd.org | 5122 |
| Union Elementary | Julie Ramirez | JRamirez@uesd.org  | 5042 |