

Ritchie County Schools Field Trip Report to Cooks

This form must be completed by staff members when taking students on a field trip.

Name of teacher making request: _____ Date submitted: _____

RCMS RCHS HES SES CCES EES

Date of Field Trip: _____

Number of Students on Field Trip: _____

_____ Requesting _____ (number) Bag Lunches

_____ Informing Cooks of the number of student who **will not** be at lunch on above date.

Signature of contact person: _____

Approval of request (Principal) _____ date: _____

Approval of request (Head Cook) _____ date: _____

Rejection of request: _____ Reason: _____

This form is to be obtained from the building principal and returned to him/her for approval. The Head Cook will approve/not approve. Then notify the requesting part of approval or rejection.

Please give at least 1 week notice!!