



## Seamless Summer Option (SSO) Field Trip Request Form

Principal MUST complete this form and submit to the Cafeteria Manager NO LATER than 10 working days prior to the date of the field trip. Food Services is required to obtain approval from the CDE for each Field Trip.

Any changes to Date of Field Trip, Number of Students, or Location of Field Trip are considered a new request and must be submitted to the Cafeteria Manager NO LATER than 10 working days prior to the date of the field trip.

Cancellation of Field Trips will be accepted up until the date of the field trip.

1. School Name: \_\_\_\_\_

2. Location Code (4 digits): \_\_\_\_\_

3. Date of Field Trip: \_\_\_\_\_

4. Select Field Trip Type (choose all that apply)

☐ Lunch

☐ Snack

5. Number of Students: \_\_\_\_\_

6. Location of Field Trip (ex: Getty Museum, California Science Center, Cabrillo Beach):

\_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_