



# OFF-SITE / FIELD TRIP FORM

NDS USE ONLY	
Access: _____	by _____
Pears: _____	by _____

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Person filling out form: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Site #: \_\_\_\_\_ Site name: \_\_\_\_\_

If you plan to serve meals away from your approved site during serve time, NDS must be notified *at least 48 hours* in advance in order for the meals to be claimable. NDS *cannot* guarantee your delivery will arrive before you need to leave for your destination. Your delivery options are:

- 1. Wait and Transport** – Have a trained staff member stay at your site to receive the delivery and then bring the meals to the field trip location. *I understand that my meals may not arrive until \_\_\_\_\_ (the start of my lunch serve time).*
- 2. Double Delivery** – If you have enough refrigeration to hold a double delivery, NDS can send you extra meals the day before your field trip. You will automatically not receive a delivery on the day of your field trip.
- 3. Cancel NDS Meals** – Food may be provided by the field trip location, or you may choose to have children bring their own meals.

**Questions? Call NDS: 215-895-3470**

Trip Date	Destination	Time	Which of the 3 options above would you like?	Who will go on this trip?		What meals will you cancel?	What meals will you serve at your site?	What meals will you take on your trip?
Ex: 7/20	The Franklin Institute	9am-4pm	1	All kids	Some kids	Breakfast	Breakfast	Breakfast
						Lunch/Supper	Lunch/Supper	Lunch/Supper
						Snack	Snack	Snack
				All kids	Some kids	Breakfast	Breakfast	Breakfast
						Lunch/Supper	Lunch/Supper	Lunch/Supper
						Snack	Snack	Snack
				All kids	Some kids	Breakfast	Breakfast	Breakfast
						Lunch/Supper	Lunch/Supper	Lunch/Supper
						Snack	Snack	Snack
				All kids	Some kids	Breakfast	Breakfast	Breakfast
						Lunch/Supper	Lunch/Supper	Lunch/Supper
						Snack	Snack	Snack
				All kids	Some kids	Breakfast	Breakfast	Breakfast
						Lunch/Supper	Lunch/Supper	Lunch/Supper
						Snack	Snack	Snack

★ Please FAX completed form to: 215-895-0830 ★