



Agreement to Serve Off-Site Meals to Accommodate Field Trips

Per 225.6(i)(7)(v), sponsors must submit an agreement to the State agency in advance that meals will be served away from the approved site. **ADE requires the submission of this form one week prior to the off-site service.**

Sponsor Name St. Mary's Food Bank

Sponsor CTD # 07-19-14

Sponsor Contact Terra Masias

Email Address tmmasias@stmarysfoodbank.org

Field Trip Location _____

Field Trip Date _____

Sites Affected by Field Trip _____

Number of Children Attending Field Trip _____

Meals/Times Affected by Field Trip

Field Trip Menu with Portion Sizes

Breakfast: _____ to _____

AM Snack: _____ to _____

Lunch: _____ to _____

PM Snack: _____ to _____

Supper: _____ to _____

Certification Statements

Do you plan on claiming meals served off-site during the field trip? Yes No

Open sites are required to remain open and operational to serve the community despite a large number of children being off-site on a field trip. Do you certify that compliance with this regulation is upheld? Yes No

Program Requirements including all applicable State and local health, safety and sanitation standards must be met. Do you certify that compliance with this regulation is upheld? Yes No

Sponsor Representative Signature _____ Date _____

ADE OFFICIAL USE ONLY- DO NOT COMPLETE THIS SECTION

Date Notification Received: _____ Date Approved: _____

ADE Specialist Signature Upon Approval: _____