

# OFF SITE MEAL REQUEST FORM - NDS SUMMER MEALS PROGRAM



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

Time: \_\_\_\_\_

Person fill 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 before the trip 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:

<b>#1 - Wait and Transport</b> – Have a trained staff member wait at your site to receive the delivery & then transport the meals to the field trip location. <i>I understand that my meals may not arrive until the start of my lunch serve time.</i>	<b>#2 - Double Delivery</b> – If you have enough refrigeration to hold a double delivery, NDS can send you 2 days’ worth of meals the day before your field trip. You will automatically not receive a delivery on the day of your field trip.	<b>#3 - Cancel NDS Meals</b> – Food may be provided by the field trip location, or children may bring their own meals. If someone can accept a delivery on the field trip date, we will still deliver. If no one is available the day of the field trip, you will not receive a delivery.
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**QUESTIONS? Call NDS: (215)-895-3470, Opt 1**

**Please FAX completed form to: (215)-895-0830**

Trip Date	Destination	Time	Which # Option?	Who will go on the trip?	If all kids go, will anyone stay back at the site to serve the community? (Open Sites Only)	What meals will you <u>serve at your SITE</u> the day of the trip?	What meals will you <u>TAKE</u> on the trip?	If <u>option 3 is selected</u> - What meals will you cancel?	If <u>option 3 is selected</u> - Will someone be able to accept a delivery on the field trip day?	Will you need ice for your trip? If yes, please enter the number of bags needed.
Ex: 7/20	The Franklin Institute	9 am - 4 pm	1	All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: 3
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No
				All kids	Yes	Breakfast	Breakfast	Breakfast	Yes	Yes: _____
				Some kids	No	Lunch/Supper	Lunch/Supper	Lunch/Supper	No	No