



## 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 \_\_\_\_\_

Sponsor CTD # \_\_\_\_\_

Sponsor Contact \_\_\_\_\_

Email Address \_\_\_\_\_

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: \_\_\_\_\_