

Fort Wayne Community Schools
Nutrition Services

Nutrition Process Center Tours

Date of request _____

School _____ Date _____

Teacher _____ Class Size _____
(Limit of 30 people including adults)

1. Tours begin at 10:30 and last approximately one hour.
2. Lunch will be served at 11:00 am.
3. Collect money and deposit in to student accounts as per established procedures.
 - a. Send a copy of the classroom roster with the teacher to the Nutrition Process Center – DO NOT SEND ANY MONEY.
 - b. Teacher must return class roster to Elementary Manager after the field trip.
 - c. Follow Field Trip Procedures as outlined in the Point of Sale Manual.
4. If you have any questions about tours, please call the Nutrition Process Center at 7-2500.