

## Sick Tray Request Form

### Student requesting meals please fill out this part:

Name: \_\_\_\_\_

Hall: \_\_\_\_\_

Room Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Meal requested: breakfast lunch dinner (please circle one)**

Please fill out top of form and give your ID card to the person picking up your food. This is good for only one day of meals.

### Student picking up meals for sick student please fill out this part:

Name: \_\_\_\_\_

Hall: \_\_\_\_\_

Room Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

You will need to show your ID and bring this form, along with the sick student's ID card, to the cashier at the dining hall. This service is valid at either the SUB or Hasbrouck Dining hall during regular scheduled meal times.

### Dining Hall/Food Service Staff receiving this form, fill out this part:

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

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

Location: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Please check the students ID card (who is picking up the meals) and indicate the time, date, location and initial verifying the ID of person picking up the food. If student is picking up food at the SUB please attach receipt to this form. This form will be collected every Monday and given to Residence Life to check if student was sick.

**If a student is found abusing this protocol in any way, judicial action will be taken.**