



CHAPMAN
UNIVERSITY

Office of Housing
and Residence Life

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Sick Tray Request Form

If an injury or illness leaves you unable to go to dining services for your meals, you can request that a roommate, friend, or member of the Housing and Residence Life Staff be allowed to pick up a sick tray for you to be brought back to your room. This meal will be charged to your meal plan. To do so, print and complete this form. The form must be presented along with your student I.D. to the University Dining Services staff. This form is valid for one day only; a new form must be completed for additional requests.

This form must be completed and signed by Housing and Residence Life Staff during business hours at least 2 hours before the first meal and no later than 4 pm.

This form must be in hand to acquire a Sick Tray from Dining Services

Please Print

Resident Name: _____ **ID Number:** _____

Date: _____

I, authorize _____ to pick up a sick tray for me from the Dining Hall. This meal will be charged to my student meal plan.

I am unable to visit the dining hall due to:

Describe the reason you cannot dine in the Dining Hall.

My contact information:

Building: _____ **Room #:** _____ **Phone #:** _____

I am requesting: (Please check one) Breakfast Lunch Dinner

Items I'd like:

Soup Juice Saltines Hot Tea Bananas

Cereal Toast Gatorade Grilled Cheese Rice

Other: _____

Housing and Residence Life Staff Signature _____ *Date* _____

Housing and Residence Life staff will fax this form to Dining Services after it has been signed.